Alpha Beta Gamma™

HONOR SOCIETY FOR STUDENTS ENROLLED
IN BUSINESS AND PROFESSIONAL CURRICULA
AT TWO-YEAR DEGREE GRANTING INSTITUTIONS

ΑΒΓ ™

Constitution and By-laws
Ratified in Convention April, 1994
Revised November, 2010 & January, 2017

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CONSTITUTION

PREAMBLE

That academic excellence among students enrolled in Business and Professional curricula at two-year degree granting institutions may be nurtured; that opportunity may be provided for leadership training and an intellectual climate for ideas and ideals be fostered; and that scholars may be imbued with desire for continuing education, we dedicate ourselves as members of Alpha Beta Gamma. Among us, membership is a privilege earned by qualifications, honor, and service. In the conduct of our activities, truth shall be our quest, diligence our staff, and achievement our purpose.

Membership shall not be denied to any person because of race, religion, sex or creed, nor any class as protected by federal law, without regard for affiliations with any other organization.

ARTICLE I. NAME OF SOCIETY

The official corporate name of this Society shall be Alpha Beta Gamma Inc.

ARTICLE II A. PURPOSE OF OUR SOCIETY

The purpose of Alpha Beta Gamma shall be to recognize and encourage scholarship among students enrolled in Business and Professional curricula at accredited two-year degree granting institutions. Working toward this goal, Alpha Beta Gamma shall provide an opportunity for the development of leadership and service, foster an intellectual climate for exchange of ideas, provide lively fellowship for scholars, and strive towards the stimulation of interest in continuing academic excellence, without pressure exerted by any entity to join the society.

ARTICLE II B. FUNCTIONS OF OUR SOCIETY

The Society exists to confer distinction for high achievement in Business and Professional studies on students at two-year degree granting institutions. The Society shall foster the spirit of a liberal culture applied to business studies. Mental development shall be stimulated and encouraged through the Society's programs. Alpha Beta Gammans shall stand for freedom of the mind and of the spirit, and

encourage democracy in learning and in life. Alpha Beta Gammans are encouraged to provide intellectual, spiritual and civic leadership. Through chapter activities and ceremony, the tradition and customs of the Society shall be propelled into the future. Alpha Beta Gammans are encouraged to be campus and community leaders with a high regard for the precepts of good citizenship.

ARTICLE III. INSIGNIA OF OUR SOCIETY

Section 1. Emblem. The emblem of this Society shall be a golden slab, keyed at the top and bottom, with a red band across the center, upon which the Greek letters Alpha, Beta and Gamma appear. Below the band shall be crossed keys representing the key for knowledge and the key of opportunity.

Section 2. Colors. The colors of the Society shall be sapphire blue, black and red.

Section 3. Seal. The official seal of the Society shall be of the same general character as the emblem surrounded by laurel leaves.

ARTICLE IV. MEMBERSHIP OF THE SOCIETY

The Society shall consist of active, alumni, and honorary members defined by the requirements and provisions of the by-laws. Chapters may operate as Honorific Chapters, Honorific/Academic Chapters, or Honorific/Academic/Social Chapters. Honorific Chapters exist to recognize business honor students at an annual Initiation Ceremony. Honorific/Academic Chapters exist to honor students and provide academic experience for their members such as seminars, colloquia, lectures and special classes. Chapters can also operate as college clubs providing social experiences for their members.

ARTICLE V. NATIONAL ORGANIZATION -

Section 1. Faculty Adviser Committee. There shall be a representative on the Faculty Adviser Committee elected one from each state. The election shall be held in each state by mail ballot during the month of April. Term of office shall be from September 1 to August 31. The Chief Executive Officer shall be a member of the Faculty Adviser Committee and need not be a faculty adviser. Only properly designated faculty advisers shall be eligible to be elected as state representatives on the Faculty Adviser Committee. A properly designated faculty adviser is defined as that person designated by the college president, dean of academic affairs, dean of students, or the chairperson of the business department of the college as faculty adviser. A chapter may have only one (1) officially designated adviser, although other faculty members at the college may share the duties and responsibilities.

Section 2. National Chair. The National Chair shall chair the Faculty Adviser Committee and National Executive Committee and shall be an officially designated faculty adviser elected by the state representatives to the Faculty adviser Committee. The term of office of the National Chair shall be one (1) year. The National Chair shall be elected by the faculty Adviser Committee at the National Conference. The National Chair may hold office for consecutive terms.

Section 3. Duties of Faculty Adviser Committee. The Faculty Adviser Committee shall determine policies for the operation of Alpha Beta Gamma, and the Chief Executive Officer shall be authorized to carry out these policies. The Faculty Adviser Committee shall be the Trustee of Alpha Beta Gamma property. The National Chair and the Chief Executive Officer shall sign all charters and membership cards. The Chief Executive Officer is authorized to obtain a facsimile of the National Chair's signature to be used for this purpose.

Section 4. Duties of the National Chair. The Chair shall preside at all meetings of the National Executive Committee and Faculty Adviser Committee. The Chair shall sign, with the Chief Executive Officer, any deeds, mortgages, bonds, contracts, or other instruments which the National Executive Committee has authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated to some other officer or agent of the Society, or shall be required by law to be otherwise signed or executed. In addition, the Chair shall perform all duties incident to the office and such other duties as may be prescribed on occasion by the Chief Executive Officer.

Section 5. Chief Executive Officer. The CEO shall be elected by the Faculty Adviser Committee for a term of seven (7) years and is the Chief Operating Officer of the Society and may serve consecutive terms. The CEO may be removed by a two-third vote of the Faculty Adviser Committee. The CEO shall be responsible for collecting dues and for the custody of funds of the Society in conjunction with the Chief Financial Officer. Other necessary staff personnel shall be employed by the Chief Executive Officer, compensation to be approved by the National Chair.

ARTICLE VI. NATIONAL ORGANIZATION – ACTIVE MEMBERS

Section 1. Active Member Committee. Each state shall elect a representative to the Active Member Committee at the National Conference. The term of office shall run from July 1 to June 30.

Section 2. Duties of Active Member Committee. The Active Member Committee shall coordinate through the National Chair, National Student President and Chief Executive Officer, the interests and concerns of active members in Alpha Beta Gamma.

Section 3. Elections of National Student Officers. The National Student Officers are the National Student President and the National Student Vice-President, who shall each have a term of one (1) year. The term shall begin on the first day after the National Conference, and end on the last day of the National Conference. They shall be elected

by a simple majority of the Chapters represented at the National Conference, with each Chapter having one vote. Nominations for these offices shall be made from the floor. The National Student Officers may not hold office for more than one term.

ARTICLE VII. NATIONAL EXECUTIVE COMMITTEE

Section 1. The National Executive Committee shall be composed of the three (3) elected faculty state representatives, the three (3) elected active member state representatives, the Chief Executive Officer, National Chair , the National Student President and Chief Financial Officer. The Faculty Adviser Committee and the Active Member Committee shall elect these six (6) representatives from each of their respective committees at the Annual Conference.

Section 2. Term of Office. The terms of office for all members of the National Executive Committee shall be one (1) year, (except the National Chair and Chief Executive Officer who are members at all times). Their term of office will run from July 1 to June 30. If a member of the National Executive Committee is unable to fulfill his/her duties or complete his/her term of office, the vacancy shall be filled by the appointment of a qualified person by the Chief Executive Officer.

Section 3. Quorum. A majority of the National Executive Committee shall constitute a quorum for the transaction of all business.

Section 4. Duties of National Executive Committee. The National Executive Committee shall implement the policies deemed appropriate as suggested by the Faculty Adviser Committee and Active Member Committee. The National Executive Committee shall consider all suggestions and recommendations from the Active Member Committee and the Faculty Adviser Committee.

ARTICLE VIII. ESTABLISHMENT OF CHAPTERS

Section 1. Active Chapters. Active Chapters may be established at two-year degree granting institutions having Business and Professional curriculum that are state or regionally accredited and maintain accreditation.

Section 2. Continuation of Chapter. An active Chapter in a two-year college that becomes a four-year college shall be allowed to retain its charter. Alpha Beta Gamma is the Honor Society for Students Enrolled in Business and Professional Curricula at two-year degree granting institutions.

Section 3. Government of Chapter. Chapters shall govern in a democratic manner . They may petition to participate in matters of concern to the National Executive Committee, including the review of Society policies contained within the Constitution & Bylaws.

ARTICLE IX. MEETINGS

Section 1. National Conference. There shall be an annual Alpha Beta Gamma conference in the Spring of each academic year.

Section 2. Special Meetings. Special Meetings may be set by the Chief Executive Officer. State meetings may be convened among Chapters but such action must be approved in advance by the Chief Executive Officer. No action shall be taken at any meeting which is contrary to the policies and national constitution of Alpha Beta Gamma.

Section 3. Voting. At the National Conference, state or special meetings, each active Chapter shall be entitled to one vote by its official delegate(s) for each fifty students, or fraction thereof, initiated during the current academic year.

Section 4. Quorum. Each Chapter shall receive written notice concerning the date and place of all meetings. National officers and official delegates present at any meeting shall constitute quorum for the transaction of business, including election of national student officers at the annual National Conference. The only exception to this shall be matters relating to constitution and bylaw amendment.

ARTICLE X. FINANCE

Section 1. Tax Exemption. This Society shall be operated exclusively for educational purposes and shall be exempt from taxation under Section 501(a) and described in Section 501(c)(3) in the Internal Revenue Code. No part of its earnings shall inure to the benefit of any private individual except that reasonable compensation shall be paid for services actually rendered.

Section 2. Charter Application and Membership Fees. Charter fees and membership dues shall be fixed by the National Executive Committee.

Section 3. Expenditure of Funds. All dues, donations, grants, and other types of financial income shall be expended for the purposes of this Society. Donors to the Society can specify programs' expenditure.

Section 4. Financial Report. At each annual conference, the Chief Executive Officer, or the Chief Financial Officer, if appointed, shall present a statement of financial condition of the national organization and shall report on financial operations of the preceding year and financial plans for the succeeding year. The National Chair shall have approved this report prior to the annual conference. A proposed expense budget shall be offered.

Section 4. Financial Obligation. No financial obligation shall be incurred by any officer or committee except if authorized within annual budgets, or under authority of

special interim action approved by the National Executive Committee or Chief Executive Officer.

Section 6. Fiscal Year. The fiscal year of the Society shall be fixed by the bylaws.

Section 7. Provisions of Dissolution and Reference to Sections. If this Society should ever be *dissolved,* the National Executive Committee shall distribute all of the assets of the Society remaining after payments of debts and liabilities to an educational institution or educational association as determined by the majority of the National Executive Committee. The recipient shall be exempt from taxation under Section 501(a), as organized and operated exclusively of the Internal Revenue Code, and have purposes similar to the purposes of this Society. All references to sections of the Internal Revenue Code are to those sections as they are now enacted of hereafter amended.

ARTICLE XI. PUBLICATIONS

The name of the official publication of Alpha Beta Gamma shall be *The Alpha Beta Gamma Honors Journal.* Copies of the publication shall be distributed to all active Chapters. In addition, an official Chapter operating manual will be available to all Chapters via www.abg.org

ARTICLE XII. AMENDMENTS

This Constitution may be amended by an affirmative vote of three-fourths of the active Chapters in a mail ballot. Amendments shall not alter the purposes of this Society to operate exclusively for non-profit educational purposes, and in a manner which makes this Society tax exempt and donation deductible from taxable income to the extent allowed in the Internal Revenue Code. Written notice of any proposed amendment to the Constitution shall be sent by the Chief Executive Officer to all active Chapters of the Society at least thirty (30) days prior to the date of the return of the ballot.

BYLAWS

CHAPTER I. MEMBERSHIP

Section 1. Membership. To be eligible for membership in Alpha Beta Gamma, a student shall have accepted a formal invitation to join, be regularly enrolled in a Business or Professional curriculum at an educational institution empowered to offer two-year degrees leading to a business-oriented career; and shall have as a full-time or part-time load completed 12 credit hours. In addition to these requirements, a student shall also be of good moral character, possess recognized qualities of citizenship, and shall have established academic excellence of at least a 3.0 GPA as well as ranking within the top thirty-five percent of the class. **Membership shall not be denied to any**

person because of race, religion, sex or creed, nor any class as protected by federal law, without regard for affiliations with any other organization.

Section 2. Active Members in Good Standing. To maintain active membership, a student shall, at the end of any given term (defined by his/her college), have a grade point average of not less than 3.0 or its equivalent. If such an average is not maintained, the Chapter Secretary shall notify the member in writing that he/she has one term in which to bring his/her average up to 3.0. In the event of failure to do so, the member and the Executive Director shall be notified and the member's name removed from the National database.

Section 3. Chapter Requirements for Membership. Each local Chapter shall have the prerogative of raising only the academic standards for membership, or of adhering to those set forth in these Bylaws. In order to maximize volume of membership in Alpha Beta Gamma, the National Office encourages Chapters to adhere to the National Standards as set herein.

Section 4. Initiation. Immediately after election, candidates for membership shall be notified in writing by the Chapter Secretary. It is the responsibility of the faculty adviser to verify with the Registrar of the local college that the applicants for membership have the required grade point average. Members shall be initiated according to the official initiation ceremony.

Section 5. Membership Certificates. A membership certificate, stamped with the official seal of the Society and duly signed, shall be provided to all initiated members. All members may also receive a membership card, gold pin, decal and gold seal to affix to their college diploma, or any other materials as the National Office deems fit. The Executive Coordinator will ensure that the names of new members be recorded on the National database. Certificates of membership for honorary members shall be without cost to the Chapter ordering them. Official jewelry and other regalia shall be available for purchase by each member and honorary member. All members are entitled to wear the regalia of the Society at graduation ceremonies.

Section 6. Penalties. Should a member be dropped from a Chapter, this member's name will be removed from the National database.

Section 7. Alumni Members. Alumni Members shall be life members of the National Society if they terminate their Chapter membership in good standing, with a minimum of one year's enrollment in a two-year college. Alumni Members shall be entitled to all the privileges of active members. Chapters are encouraged to form an active Alumni Club in accordance with National guidelines.

Section 8. Honorary Membership. National Honorary Membership may be granted to men and women who have rendered distinguished service in business, the field of education or government, or who have assisted Alpha Beta Gamma. National Honorary Membership shall be conferred at the discretion of the Chief Executive Officer or the

National Executive Committee. All Honorary Members shall be privileged to wear Alpha Beta Gamma regalia. Chapter Officers working through Faculty Advisers nominate candidates for National Honorary Membership.

Section 9. Change of Residence. A member of any Chapter who may change his/her residence shall be eligible to enroll in another Alpha Beta Gamma Chapter upon the presentation of satisfactory credentials with payment of National dues.

CHAPTER II. FINANCE

Section 1. Payment of National Dues. National Lifetime Dues are fixed by the National Executive Committee. At the time of registration on the National database, the Chapter shall remit to the Chief Executive Officer of Alpha Beta Gamma the dues for all new members. No candidate shall be initiated until National dues have been paid. If a local Chapter does initiate a candidate before dues are paid, the Chapter will assume responsibility for payment of dues to the Society. Membership certificates will be issued only to paid members.

Section 2. Local Dues. Chapter dues shall be determined by the Chapter. There shall be no dues for Honorary Members, however Honorary Members may make a voluntary contribution to the Society.

Section 3. Annual reports. Each active Chapter shall submit an annual report online four (4) weeks before the date of that year's Annual Conference. Annual reports should be sent to webmaster@abg.org. Chapters failing to make this report to National Office shall be subject to probation of the Chapter. In case of unusual hardship and upon request of the Chapter, permission to file the report at a later date may be granted by the chief Executive Officer. If the Chapter fails to comply within the time designated by the chief Executive Officer, its charter may be revoked. If the charter is revoked, the college must petition for a new charter and repay the Chapter application fee.

Section 4. Disbursement Vouchers. All Disbursement Vouchers must have supporting invoices and/or statements attached to the original invoice.

Section 5. Safe-Deposit Box. If needed, a safe-deposit box can be rented by the Chief Financial Officer in the name of the Society to safeguard properly the valuables and records of Alpha Beta Gamma.

Section 6. Fiscal Year. The Fiscal Year of the Society shall begin on July 1 and close on June 30. The National Executive Committee shall have the authority to change the fiscal year subject to approval by the Internal Revenue Service.

Section 7. Annual Audit. When considered necessary, there shall be an external review of the general financial condition and operations of the Society by a certified public accountant. Copies of the accountant's report will be available upon request to

faculty advisers and presidents of colleges with active chapters of Alpha Beta Gamma upon request.

CHAPTER III. MEETINGS

Section 1. Travel Expenses. Travel Expenses to the annual conference and to meetings called by the National Executive Committee shall be paid for the National Chair, Chief Executive Officer, National Student President, Chief Financial Officer and the Executive Coordinator.

Section 2. Credentials. Each official delegate to the annual conference shall present credentials signed by the Chapter president and the adviser before he shall be sealed on the conference floor.

CHAPTER IV. ESTABLISHMENT OF CHAPTERS

Section 1. Establishment of Chapters. A college president, dean of academic affairs, dean of business, or the departmental head of a business division shall make application for a charter to the Chief Executive Officer at the National headquarters of the Society. An official application, available on the Society's website www.abg.org shall be used to make formal application for a chapter.

Section 2. Charter Fee. A Charter Fee of $500.00, or as set by the Executive Committee, shall accompany the application form.

Section 3. Reactivation Fee. A reactivation fee of $300.00 shall accompany the Chapter Reactivation Form at the CEO's discretion.

CHAPTER V. LOCAL CHAPTERS

Section 1. Chapter Officers. The elective Chapter Officers at a Chapter shall be: President, Vice President, Secretary, Treasurer. A Chapter may elect other officers as needed. The faculty adviser can be appointed by the Department Chair, an officer of the college, or elected by the students depending on local college policy.

Section 2. Required Vote to Elect and Remove. A simple majority vote shall elect any local Chapter officer, and a three-fourths vote shall be necessary to remove officers.

Section 3. Duties of Chapter Officers. Chapter Officers shall perform all duties pertaining to their respective offices as outlined by the local Chapter.

Section 4. Duties of Chapter Advisers. The Chapter Adviser can be appointed by the local business division dean or department chair. The college president can also make this appointment. The adviser shall be responsible for the guidance and approval of local Chapter activities and shall act on behalf of the National Society and the local college administration. Candidates for any local, regional, National office, and

delegates and members attending regional or National conferences shall be approved by their Chapter adviser.

Section 5. Active Chapters. A local Chapter shall be considered an Active Chapter if they have initiated any members into Alpha Beta Gamma in the past year.

Section 6. Inactive Chapters. If a local Chapter becomes inactive for a period of two years, the Chief Executive Officer may request from the business department of the school or the college administration a letter of intent with regard to the local Chapter. If the response from the school is negative concerning the reactivation of the local Chapter or if no response is received within sixty (60) days, the Chief Executive Officer with the approval of the National Chair may revoke the inactive Chapter's charter and reassign its Chapter designation to another Chapter.

CHAPTER VI. AMENDMENTS

The Bylaws may be amended by two-thirds vote of the Chapters. Written notice of any proposed amendment to the Bylaws shall be sent to all Chapters of the Society by the Chief Executive Officer at least thirty (30) days prior to the date of return of the ballot.

CONFLICT OF INTEREST

i) Policy:
(a) Each officer, director, committee chair, and staff member of the organization must avoid actual and apparent conflicts of interest that would impair their ability to discharge their responsibilities to organization with the necessary loyalty and integrity.
ii) Definition:
(a) A conflict of interest subject to this policy includes, but is not limited to:
(b) Ownership of any financial or other proprietary interest in any entity supplying (or seeking to supply) goods or services to organization;
(c) Receipt of any substantial benefit from a third party on account of that party's past, present, or future business relationship with organization;
(d) Receipt of any substantial financial benefit from a pending decision of organization; or
(e) Service as an officer, director, committee chair, or staff member of any competing organization (i.e. any nonprofit or business enterprise whose purposes, products, and/or services compete with those of organization).
In determining whether a conflict of interest exists, the foregoing definition applies to interests owned or benefits received by the individual; his or her spouse, children, or parents; and any business enterprise for which any of the foregoing individuals perform substantial services. In addition, the definition applies to services by the individual or his or her spouse as an officer, director, committee chair, or staff member of any competing organization.
iii) Procedure:
(a) Each officer, director, committee chair, or staff member should

consider, with respect to each matter for which he or she is responsible, or which is before the board, whether a conflict of interest exists. When such a conflict exists, the officer, director, committee chair, or staff member much disclose it to the Board of Directors (in the case of officer, directors, and committee chairs) or to the Executive Director (in the case of staff members).

(b) Each such individual must then excuse themselves from voting or taking any other action on behalf of organization regarding any matter involving their interests. Any failure to disclose a conflict of interest may subject the individual to removal from office, termination of employment, or other form of discipline, as determined by the Board of Directors or Executive Director.

(c) In addition, upon disclosure of such a conflict, voluntarily or otherwise, the Board of Directors (or, in the case of a staff member, the Executive Director) may request that the individual having the conflict resign his position with organization or take other action to remove the conflict.

(d) The Chair has the power to appoint an ad-hoc committee to investigate any apparent conflict of interest. If a conflict should exist with the Chair, the Vice-Chair has the power to appoint an ad-hoc committee.

(e) Each officer, director, committee chair and staff member shall sign the Code of Conduct statement.

Whistleblower Policy

Alpha Beta Gamma encourages its employees to report improper activities in the workplace and will protect employees from retaliation for making any such report in good faith.

1. **Employee Rights**

Employees have the right to report, without suffering retaliation, any activity by Alpha Beta Gamma or any of our employees that the employee reasonably believes: 1) violates any state or federal law; 2) violates or amounts to noncompliance with a state or federal rule or regulation; or 3) violates fiduciary responsibilities by a nonprofit corporation. In addition, employees can refuse to participate in an activity that would result in a violation of state or federal statutes, or a violation or noncompliance with a state or federal rule or regulation.

Employees are also protected from retaliation for having exercised any of these rights in any former employment.

The whistleblower protection laws do not entitle employees to violate a confidential privilege of Alpha Beta Gamma(such as the attorney-client privilege) or improperly disclose trade-secret information.

2. **Where to Report**

Employees have the duty to comply with all applicable laws and to assist Alpha Beta Gamma to ensure legal compliance. An employee who suspects a problem with legal compliance is required to report the situation(s) to the Executive Director or Chair of the Board of Directors if the complaint involves the Executive Director.

Employees may also report information regarding possible unlawful activity to an appropriate government or law enforcement agency.

3. **Protection from Retaliation**

It is the intent of this policy to encourage employees to report fraudulent or illegal activities and there shall be no retaliation for any reports made pursuant to this policy. Any employee who believes they have been retaliated against for whistle blowing may file a complaint with either the Executive Director or the Chair of the Board of Directors. Any complaint of retaliation will be promptly investigated and remedial action taken when warranted. This protection from retaliation is not intended to prohibit managers or supervisors from taking action, including disciplinary action, in the ordinary course of business based on valid performance-related factors.