



Constitution

Revised 06/25/2024

Article I Organization:

A. Name:

Tau Alpha Epsilon

B. Purpose:

To act as the Los Angeles Valley College's Honor Society. To encourage excellence in academics, and to work with each campus organization for the betterment of our campus and community.

C. Dues:

-All members must pay the \$10 ASO fee each semester.

-TAE requires an additional fee of \$10 per semester dues be paid by each member, and prospective member to the business office.

Each semester, the deadline must be paid by the recruitment deadline stated in E. *If a member has trouble paying, please contact Club President and/or Club Advisor for alternate ways of financing.

D. Meetings:

Tau Alpha Epsilon will meet every other week, currently on Fridays from 3:00 p.m. to 3:30 p.m., online or hold an occasional in-person meeting, as agreed by the Club members. All those attending are expected to be present for the **entire** 30 minutes. The meeting date and time are subject to change to better fit the majority of club members and advisors. Any changes will be announced on Discord.

E. Deadlines:

Fall Semester:

Join: Members have until **October 17th** to join TAE to earn a fall transcript notation. Transcript Notations for Fall: By December 6th, the Club Advisor must submit a follow-up roster of those that completed 75% participation (last name, first name, student ID number, and club officers/title). Must be emailed to Monica Flores (FLORESM10@lavc.edu) and Dr.Negrete (Negretme@lavc.edu) by the stated deadline.

Monthly Check-ins: These deadlines are subject to change. If the deadline changes, announcements will be made in the group meetings. There will be monthly point check-ins on every 15th of the month: September 15th, October 15th, and November 15th. These will determine if club members will receive a transcript notation. The points check-in will be sent out as a PDF document via Adobe Signature to the e-mail address on file for each member. Members should sign the document electronically within one week of receiving the document.

Spring Semester:

Join: Members have until **March 18th** to join TAE to earn a spring transcript notation.

Transcript Notations for Spring: By May 30th, the Club Advisor must submit a follow-up roster of those that completed 75% participation (last name, first name, student ID number, and club officers/title). Must be emailed to Monica Flores (FLORESM10@lavc.edu) and Dr.Negrete (Negretme@lavc.edu) by the stated deadline.

Monthly Check-ins: These deadlines are subject to change. If the deadline changes, announcements will be made in the group meetings. There will be monthly check-ins every 15th of the month: February 15th, March 15th, April 15th, and May 15th. These will determine if club members will receive a transcript notation. The points check-in will be sent out as a PDF document via Adobe Signature to the e-mail address on file for each member. Members should sign the document electronically within one week of receiving the document.

Article II Membership:

A. Eligibility:

Membership into TAE is open to all LAVC students with a **cumulative GPA** of 3.3 or higher, provided that they have 18 units from an accredited college already accounted for, or provided that they have completed or are currently enrolled in at least 12 units.

- i. Incoming Freshmen students must submit a confirmation from each of their Professors mid semester (at 8 weeks) and at the end of the semester (at 16 weeks) confirming their GPA requirement
 - a. For Fall 2024 and Spring 2025, Freshman GPA confirmations must be communicated through email with taehonorssociety@gmail.com CC'd.
 - b. Any club members or officers who are disrespectful, disruptive, or discriminatory may be removed from the club and will not receive a transcript notation.

B. Service Requirement:

Once admitted into the Club, each officer/member must be active in club and/or ASO activities for a minimum of 75% of the Fall and Spring semester. All members that fail to be active at a minimum of 75% will **not** be awarded a transcript notation.

-This participation percentage will be measured by a credit system in which the **Secretary** will document/tally what individual members do for the club (ways to receive credit stated below). Members must complete **16 of those opportunities**. NOTE: Although highly encouraged, members do NOT have to attend every club meeting. However, as long as they fulfill other assigned tasks to make up for loss credit; which there will be other opportunities given.

You can receive participation credits by:

- Attending a single bi-weekly meeting that is planned and approved by TAE; individuals must stay during the entire duration of the meeting (30 minutes).
- Attend TAE and/or ASO-sponsored events (in-class presentations, ASU Club's days, volunteer opportunities, Apple Awards Banquet, approved club events)
- For timely completion of any membership assigned creative project, such as posters, flyers or web pages.
- Completing any TAE task assigned by Club, Club President, or Club Advisor. *Special consideration will be made for extenuating circumstances, please contact the Club President.

***Our constitution indicates that Tau Alpha Epsilon is ADA compliant and does not discriminate against individuals on the basis of disabilities. TAE will ensure any and all members have equal opportunities to actively get involved in activities, services, and**

organizations.

Students Requiring Additional Support

TAE representatives should be notified if a member requires auxiliary aids for effective communication. To ensure TAE is ADA compliant to the best of its abilities, representatives

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must be made aware of any modifications to policies and practices that must be made to support all members throughout the duration of all meetings, events, and other club-associated practices.

For Students Who Qualify for Transcript Notations:

Members of TAE who request a transcript notation at the end of the semester must have completed the necessary participation through hard work and prompt involvement in club meetings and discussions. Members must also have attained a semester GPA of 3.3 or higher.

- The secretary of the club will report the names of members who have fulfilled their participation percentage to the President, who will then be sent to the ASU office to confirm the GPA requirement in order to receive a transcript notation.

Article III Officers and Elections:

A. Titles and Duties

1) President: The prime director of Society matters. Communication conduit to other campus organizations, and representative of the Society in various matters.

2) Vice-President: Assists the President in various tasks.

Traditionally takes on the responsibility of organizing events as well as tracking the participation of Club members with Club Secretary.

3) ICC Representative: Attends and represents the Society at the biweekly ASU Inter-Club Council meetings held on Thursdays at 1 p.m. Reports back to TAE regarding any matters that they may need to be informed of.

4) Secretary: Records the minutes for the meetings and other approved events. Publishes the minutes in an agreed-upon format to the membership body. Documents member participation by stating the individual tasks each club member completed in Club Minutes with the Club Vice President.

5) Treasurer: Maintains the financial records of the Society and oversees all financial transactions related to the Society

B. Election of Officers:

When possible, all positions will be elected within the last two weeks of the Spring semester. If a position cannot be filled from the previous semester, or cannot be confirmed in the current semester, nominations and elections for that post will be held at the Society's earliest convenience.

C. Term of Office:

Officers shall be elected and must commit to a term of one full academic year (two semesters – Fall and Spring), but must be confirmed at the start of each new semester. All members are limited to serving their title for a maximum of two academic years in total, in which they must either step down or fulfill a new title.

* In the case where there is no other member who can better fulfill the role of President of TAE, the current President may pursue their title beyond the two-year limit. D. Definition of Quorum in Regard to Votes:

Quorum is defined as a majority (50% plus one) of the set of those members who are present during the election. The advisor does not count as quorum but must be present to conduct business.

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