

Preamble

The Veteran and Military Services Council (VMSC) is established to provide quality services to students, faculty, staff, and administration of its member institutions and their communities. The council reports to the Washington State Student Services Commission (WSSSC).

Article I – Name

Section 1

The name of this Council will be the Veteran and Military Services Council and will be referred to as VMSC.

Article II – Purpose

Section 1

The purpose of the Council will be to:

- A. Receive, discuss, and disseminate information regarding common issues and best practices in supporting military-connected students through meetings and other means;
- B. Make formal and/or informal system recommendations to the State Board for Community & Technical Colleges (SBCTC) through the Washington State Student Services Commission (WSSSC);
- C. Provide professional development opportunities for its members;
- D. Establish and maintain relationships with other organizations and agencies that support military-connected students.

Article III – Membership

Section 1

There will be two (2) types of Council membership:

A. **Institutional members** - May seek and hold executive positions in VMSC and may consist of:

1. School Certifying Officials
2. Veteran and Military service specialists
3. Other administrative positions central to the work of Veteran and Military services
4. 2-year post-secondary public colleges governed by SBCTC

B. Advisory members - May not vote or hold office and may consist of:

1. One representative from the Washington State Student Services Commission.
2. Representatives from the State Board for Community and Technical Colleges, to include (but not limited to):
 - a. Policy Associate, Student Services
 - b. ctcLink Campus Solutions Support

Article IV – Officers and Duties

Section 1

The officers of the Council will be a President, Past-president, President-elect, Secretary, Treasurer, and Historian. This group is the Executive Committee.

Section 2

The President-elect will be elected at the spring meeting each year and will take office upon the following meeting. The Treasurer and Secretary will be elected every other year, each on opposite years, and will serve a two-year term. The Historian will be elected and will serve a two-year term. A Hospitality Officer may be appointed and serve at the discretion of the President for event management. The Executive Committee will fill unexpired terms through appointment.

Section 3

Duties of the officers will be those customarily performed by such officers. The Executive Committee will identify specific duties and provide them to members.

Article V – Committees

Section 1

Ad hoc committees appointed by the President will conduct business requiring committee consideration. It is desirable, whenever possible, that committees be comprised of an approximately equal and representative membership, taking into consideration variances in institutional enrollment, needs, geographic location, and institutional type.

Contingent upon available funds, the President or designee will serve as VMSC representative at the WAVEP meetings, WAVES, NAVPA and Regional SCO Workshops. VMSC may share costs with the designee's institution.

Section 2

All committee meetings are open to all institutional and advisory members.

Article VI – Voting

Section 1

Each member institution will have one (1) vote.

Section 2

A simple majority will resolve all decisions.

Section 3

A written voting proxy may be submitted prior to any meeting.

Article VII – Quorum

Section 1

A voting quorum will consist of a simple majority of the member institutions.

Article VIII – Amendments

Section 1

By-laws may be amended by a two-thirds vote of the member institutions at any meeting provided the proposed amendment has been submitted to the members at least thirty (30) days prior to the meeting.

Article IX – Meetings

Section 1

There may be three (3) regular meetings per year and special meetings as deemed necessary by the President and membership.

Article X – Distribution List

Section 1

Agendas and minutes of all regular meetings will be distributed as follows:

- A. VMSC web page (Domain through SBCTC)
- B. VMSC LISTSERV

Article XI – Parliamentary Authority

Section 1

Robert's Rules of Order, Revised, will be the authority on any question of parliamentary procedure.

Last revision: October 4, 2018

Approved at _____ VMSC Meeting