**Washington State Student Services Commission Bylaws**

# Article I - Operational Procedures

## Section 1 - Meetings

1. Regular Meetings
There shall be a minimum of three (3) commission meetings each academic year. Whenever possible, meetings should occur on a community or technical college campus or via remote technology to reduce costs to member colleges.
2. Special Meetings
Other special meetings may be held at the discretion of the president.

## Section 2 - Voting & Quorums

Requirements for voting membership, voting procedures, and the details for what constitutes a quorum in order to move business requiring a vote may be found in Articles II & III of the Washington State Student Services Commission (WSSSC) constitution.

# Article II - Committees

## Section 1 - Executive Committee

1. The executive committee shall assist the president in carrying out the business of the Commission.
2. Membership
One (1) President, president-elect, past president, secretary, treasurer, and two (2) members-at-large appointed by the president, State Board liaison for Student Services, and any members appointed to serve on standing committees of WACTC.

## Section 2 - Nominating Committee

1. Membership
The committee will be comprised of three (3) members appointed by the executive committee. One of the three shall be the immediate past president, who shall chair the committee.
2. The nominating committee shall be responsible for presenting a complete slate of officers at the spring meeting.

## Section 3 - Other Committees

The president shall have the authority to appoint other committees as needed.

# Article III- Councils

## Section 1 - Council Purpose

## Councils are cross-system working units organized around standard functional areas that are essential to support and augment the work of WSSSC. Councils provide expertise specialized to our community and technical college system, perspective to respond to shared system concerns, as well as to guide future directions and innovation.

## Section 2 - Council Membership

## Councils are formally recognized groups who meet all of the following criteria and have been approved to operate by both WSSSC and WACTC:

## Represent administrative areas that are central to the work of student services and the colleges.

## The administrative areas are represented on at least two-thirds (2/3) of the community and technical colleges.

## Work to standardize or improve practices across the system.

## Share expertise and advocacy on significant functional areas.

## Available to be assigned work from the WSSSC workplan.

## Once established, develop annual work plan that aligns with the WSSSC workplan.

**Second 3 – Currently Active and Inactive Councils**

1. Active
	* 1. Advising and Counseling Council (ACC)
		2. Admissions and Registration Council (ARC)
		3. Career and Employment Services Council (CESC)
		4. Council of Unions and Student Programs (CUSP)
		5. College Women's Programs Council (CWPC)
		6. Disability Support Services Council (DSSC)
		7. Financial Aid Council (FAC)
		8. Multicultural Student Services Directors Council (MSSDC)
2. Inactive

None currently

## Section 4 – Recognition

## Groups that are interested in forming a council should submit a proposal to WSSSC outlining how their group meets council purpose and criteria for membership as outlined above.

## Councils may be recognized by WSSSC via a formal written request and a two-thirds (2/3) majority vote of the members present. ~~The same procedure shall be used to retire councils~~.

## All councils can only be formed by a formal action of WACTC upon recommendation from WSSSC.

## Council status will be reviewed by WSSSC on a bi-annual basis. Existing councils that do not satisfy the membership criteria listed above (Section 2), may be moved to a status of probation, inactive, or retired, upon a two-thirds (⅔) majority vote of the commission, provided a quorum has been reached, and confirmation of WACTC. Councils may be placed on probation if they fail to meet the membership criteria. WSSSC will work with the council to develop a plan to meet criteria if appropriate. A council may be moved to inactive if/when the council is unable to meet the membership criteria. Approval by WACTC is required for the formation, retirement, and reinstating (from a status of inactive) of any council.

## WSSSC will communicate with WACTC on a regular basis to provide input on requests for and changes to council recognition.

## Section 5 – Articulation of Councils

1. Councils' Role and Responsibilities
	1. Councils exist to pursue specific purposes consistent with the overall purposes of the Commisssion. Such councils shall maintain a written constitution or charter and bylaws, which must be approved and on file with the Commission.
	2. Provide a council workplan each year that aligns with the WSSSC workplan and submit an annual report summarizing the year's activities and accomplishments.
	3. Respond to issues posed to the group by the WSSSC.
	4. Communicate ideas, issues, and concerns to the WSSSC for its review, consideration, and advice.
	5. Councils should meet a minimum of three (3) council meetings each academic year. Whenever possible, meetings should occur on a community or technical college campus or via remote technology to reduce costs to member colleges.
	6. A council representative (up to two) attend an annual end-of-the year WSSSC summer meeting to report on the year’s activities and workplan accomplishments.
2. Role of the WSSSC Related to Councils

Provide support to the councils by:

* + 1. Assigning a member of the WSSSC as the representative of the Commission. Each representative shall attempt to attend all meetings of the council to which they are assigned, or attempt to send an alternate to each council meeting.
		2. Providing advice on issues upon request.
		3. Representing the concerns and issues of council to other groups.

Initiate communication and coordination by:

* + 1. Providing minutes of regular meeting and pertinent correspondence of the WSSSC to the chairpersons of the councils.
		2. Hosting an annual meeting of the WSSSC executive board and the council chairpersons.

Generally recognize and empower the councils toward the achievement of their goals.

1. Role and Responsibilities of WSSSC Liaison Members
	1. The liaison from the WSSSC to the council is the official representative of the Commission and is a non-voting member of the council.
	2. The liaison representative shall be the official to the WSSSC from the specific council.
	3. The liaison representative shall attempt to attend all meetings of the council to which they are assigned, or attempt to send an alternate.
	4. The host campus WSSSC member should make every effort to attend a council meeting on their campus if the WSSSC liaison is not available.
	5. Provide to the WSSSC President proposed updates of the constitution, bylaws, officers and budget of the assigned council.
	6. Give an oral and, if appropriate, written report at a quarterly WSSSC meeting regarding issues and activities of the council.
	7. Communicate ideas, concerns, and advice between the WSSSC and the council.

# Article IV- Amendments

These bylaws may be amended by a two-thirds (2/3) majority vote of the members present, provided a quorum has been reached and that notification has been made at the previous meeting or by written notice sent out at least two weeks prior to the meeting at which the action is to be taken. All amendments will be written out in full for the study of the members.