**Washington State Student Services Commission Constitution**

# Preamble

The administrators primarily responsible for student services in the Washington State Community & Technical College System hereby establish the Washington State Student Services Commission (WSSSC), which shall be directly responsible to the presidents' organization WACTC of the Washington Association of Community & Technical Colleges.

The Washington State Student Services Commission advances equitable policies and practices to dismantle systemic barriers created by oppression, power, and privilege in order to build and sustain institutions that ensure student success and honor the unique identity needs and lived experiences of our diverse community.

# Article I - Objectives

In order to achieve these purposes, the Commission shall organize to accomplish the following objectives:

## Section 1

To develop student services policy recommendations through a program of research, development, and evaluation which will be articulated to appropriate agencies.

## Section 2

To work with appropriate agencies and organizations to develop and promote an understanding of student services.

## Section 3

To serve as the parent body for student services organizations.

## Section 4

To provide mutual exchange of information and ideas for the purpose of increasing the effectiveness of student services.

# Article II- Organizational Structure

## Section 1 - Membership

1. Voting Members  
   Voting members of the Commission shall consist of the chief student services officer, or designee, from each community and technical college in the system.
2. Ex Officio Members
   1. State Board liaison for Student Services
   2. Liaison from the community college presidents' organization (WACTC).

## Section 2 - Officers and Responsibilities

1. Officers  
   Officers of the Commission shall be a president, a president-elect, a secretary, a treasurer, and the immediate past president.
2. Responsibilities
   1. President
      1. Shall convene and preside over Commission and executive committee meetings and establish the agenda for all such meetings.
      2. Shall establish committees and appoint committee members as appropriate.
      3. Shall make all liaison appointments to councils.
      4. Shall represent the Commission on all official matters and serve as Commission representative to designated WACTC committees.
   2. President-Elect
      1. Shall assume the duties and powers of the Commission president in the absence of that officer and assume special assignments as designated by the President.
      2. Secretary
      3. Shall be responsible for the records and correspondence of the Commission.
      4. hall distribute minutes and related information within twenty (20) days of each regular meeting.
      5. Shall assist the President or his/her designee in preparing and distributing agendas for the Commission meetings and meetings of the Executive Committee.
   3. Treasurer
      1. Shall establish and maintain financial records and report at regular meetings.
      2. Shall provide for the payment of all authorized Commission expenses.
      3. Shall coordinate the arrangements necessary for each regular meeting of the Commission (lodging, meals, meeting facilities, parking, hospitality events, and meeting registration announcements and registrations for meetings).
   4. Immediate Past President
      1. Shall serve as a member of the executive committee.
      2. Shall chair the nominating committee.
      3. Shall maintain the Commission's web site and membership directory.
3. Election of Officers
   1. Election of officers shall be the last order of business at the spring quarter meeting.
   2. A full slate of officers will be presented by a nominating committee.
   3. Election will be by a simple majority of the members present, provided a quorum has been reached.

# Article III - Rules of Order & Voting

## Section 1

Roberts' Rules of Order, Revised, shall be the authority of questions of parliamentary rule.

## Section 2

A quorum shall consist of the presence of at least sixty percent (60%) of the commission’s membership. Typically, this equates to 20 members present.

For the purposes of voting, each college shall receive one vote. District personnel, particulalry from multi-college districts, may fully participate in discourse, but do not get an additional “district” vote, nor are district personnel counted for the purpose of determining the presence of a quorum. While it is preferable for commissioners to be present to engage in the full discourse leading to a vote, any commissioner may permit a proxy to vote on their behalf if they are unable to participate in a meeting. Proxies will be counted for the purposes of achieving a quorum.

# Article IV- Amendments

This constitution 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.