**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.

# 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, the immediate past president, and two President appointed members-at-large.
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.
	3. Secretary
		1. Shall be responsible for the records and correspondence of the Commission.
		2. Shall distribute minutes and related information within twenty (20) days of each regular meeting.
		3. Shall assist the President or his/her designee in preparing and distributing agendas for the Commission meetings and meetings of the Executive Committee.
	4. 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).
	5. 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.
		4. VI. Members-at-LargeMembers-at-large are appointed by the President and serve one-year terms.
		5. Shall have equal voting rights as elected officers.
		6. One member-at-large will manage and maintain the WSSSC mentor program.
		7. One member-at-large will serve as the point of contact for council engagement
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.

# Article III - Rules of Order

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

# Article IV- Amendments

This constitution may be amended by a two-thirds (2/3) majority vote of the members present, providing 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.