Bylaws of the Washington State Dual Credit Council (DCC)

Adopted [Insert Date]

# ARTICLE I – Name and Affiliations

## Section 1. Name

The name of this organization shall be the Washington State Dual Credit Council, hereafter referred to as "Council" or "DCC."

## Section 2. Affiliations

The Council is a subsidiary of the Instruction Commission and maintains a collaborative relationship with the Washington State Student Services Commission (WSSSC).

# ARTICLE II – Mission and Objectives

## Mission

To strengthen dual credit pathways and credential attainment by creating clear and seamless transitions from high school to postsecondary education, ensuring students earn credentials that lead to high-wage and high-demand careers.

## Objectives

1. Collaborate with state agencies to establish and implement a unified vision and goals for dual credit programs.
2. Provide policy recommendations to the legislature on dual credit issues.
3. Develop advising tools and materials to promote awareness and best practices.
4. Streamline dual credit admissions, course building, transcription, and credit transfer.
5. Ensure consistent messaging across all stakeholders.
6. Support student success through improved articulation, advising, and assessment.

# ARTICLE III – Organizational Structure

## Section 1. Membership

1. Regular members shall include administrators and staff responsible for Running Start (RS), College in the High School (CiHS), and Career and Technical Education Dual Credit (CTE DC) programs from each community and technical college. Multiple staff from a college may attend the Council as regular members. Each college will designate one representative as a voting member. Ex-officio members shall include representatives from:
	1. State Board for Community and Technical Colleges (SBCTC)
	2. Instruction Commission (IC)
	3. Washington State Student Services Commission (WSSSC)
	4. Admissions and Registration Council (ARC)
	5. Advising and Counseling Council (ACC)
	6. Workforce Education Council (WEC)
2. Members may be assessed fees to cover operational costs, as determined by the Executive Committee.

## Section 2. Officers

1. Officers shall include a Chair, Vice-Chair/Chair-Elect, Secretary, Treasurer, Past Chair, and IC Liaison.
2. Officers serve one-year terms.
3. Responsibilities
4. The Chair shall preside at all meetings of the Council and at all meetings of the Executive Committee and perform such other duties as may be necessary.
5. The Vice-Chair/Chair-Elect shall perform the duties of the Chair in the event of the absence of the Chair and assume the office of the Chair in the following year.
6. The immediate past Chair will guide the Vice-Chair/Chair-Elect and serve in an advisory capacity for the Chair. The immediate past Chair will assist with information gathering within the scheduled meeting such as the: “I’ve been wondering?”
7. The Secretary shall give notice of all meetings to the membership, record and distribute minutes of said meetings, and maintain an accurate listing of all members and associate members of the Council.
8. The Treasurer shall establish and maintain financial records and report at regular meetings and shall provide for the payment of all authorized Council expenses.
9. The DCC Liaison to the Instruction Commission shall represent the DCC at each quarterly meeting of the Instruction Commission and at planning meetings held for the Instruction Commission and respective councils as needed and provide reports to DCC membership at their quarterly meetings.
10. Vacancies shall be filled by appointment of the Executive Committee.

# ARTICLE IV – Committees

## Section 1. Executive Committee

Composed of the officers and key liaisons. Responsible for agenda setting, budget oversight, and acting on behalf of the Council between meetings.

## Section 2. Nominating Committee

Appointed by the Chair to present a slate of officers annually.

## Section 3. Other Committees

The Chair may appoint additional committees or workgroups as needed, including those focused on policy, compliance, and student success.

# ARTICLE V – Meetings

## Section 1. Schedule

The Council shall meet quarterly. Meetings may be held virtually or in person.

## Section 2. Committee Meetings

Committees may meet as needed, including electronically.

## Section 3. Rules of Order

The Council will strive for consensus. When necessary, Robert’s Revised Rules of Order shall guide governance.

## Section 4. Voting Privileges

Each voting member has one vote. Alternates may vote in the absence of the regular member. Voting may occur electronically.

## Section 5. Quorum

A quorum shall consist of two-thirds of the regular members.

# ARTICLE VI – Amendments

Bylaws may be amended by a two-thirds vote of regular members present at a scheduled meeting. Proposed amendments must be submitted in writing at least two weeks in advance.

**ARTICLE VII – Inter-Commission and Council Collaboration**

## Section 1. Collaboration with the Washington State Student Services Commission (WSSSC)

The Dual Credit Council shall maintain a collaborative relationship with the Washington State Student Services Commission (WSSSC) and its affiliated councils. This collaboration shall include, but is not limited to:

Providing regular quarterly updates to WSSSC on the Council’s activities, initiatives, and outcomes.

Engaging in ongoing communication to ensure inclusive and cohesive coordination between the Instruction Commission (IC) and WSSSC on matters related to dual credit.

Promoting alignment of strategic goals and operational practices across instructional and student services domains to support dual credit program success.

This partnership is intended to foster system-wide coherence and shared responsibility in advancing dual credit pathways for Washington students.