

# WASHINGTON STATE STUDENT SERVICES COMMISSION BYLAWS

## ARTICLE I - OPERATIONAL PROCEDURES

### Section 1 Meetings

- A. 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.
- B. Special Meetings  
Other special meetings may be held at the discretion of the president.

## ARTICLE II - COMMITTEES

### Section 1 - Executive Committee

- A. The executive committee shall assist the president in carrying out the business of the Commission.
- B. Membership  
One (1) President, president-elect, past president, secretary, treasurer, 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

- A. 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.
- B. 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 and 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:

- A. Represent administrative areas that are central to the work of student services and the colleges.
- B. The administrative areas are represented on at least two-thirds (2/3) of the community and technical colleges.
- C. Work to standardize or improve practices across the system.
- D. Share expertise and advocacy on significant functional areas.
- E. Available to be assigned work from the WSSSC work plan.
- F. Once established, develop annual work plan that aligns with the WSSSC work plan.

Councils of WSSSC include:

- A. Advising and Counseling Council (ACC)
- B. Admissions and Registration Council (ARC)
- C. Council of Unions and Student Programs (CUSP)
- D. Disability Support Services Council (DSSC)
- E. Financial Aid Council (FAC)
- F. Multicultural Student Services Directors Council (MSSDC)

## **Section 3 – 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.

- A. 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.
- B. Council status will be reviewed by WSSSC on a bi-annual basis.
- C. WSSSC will communicate with WACTC on a regular basis to provide input on additions and retirements of councils.

## Section 4 – Articulation of Councils

### A. Councils' Role and Responsibilities

- I. Council organizations exist to pursue specific purposes consistent with the overall purposes of the Commission. Such councils shall maintain written constitution or charter and by-laws, which must be approved and on file with the Commission.
- II. Provide a council work plan each year that aligns with the WSSSC work plan and submit an annual report summarizing the year's activities and accomplishments.
- III. Respond to issues posed to the group by WSSSC.
- IV. Communicate ideas, issues and concerns to WSSSC for its review, consideration, and advice.
- V. Councils shall hold 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.
- VI. A council representative (up to two) attend an annual end-of-the year WSSSC summer meeting to report on the year's activities and work plan accomplishments.

### B. Role of WSSSC Related to Councils

- I. Provide support to the councils by:
  - a. Assigning a member of 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.
  - b. Providing advice on issues upon request.
  - c. Representing the concerns and issues of council to other groups.
  - d. Provide Annual feedback related to councils' workplan.
  - e. Solicit annual feedback from the councils on the WSSSC workplan.
- II. Initiate communication and coordination by:
  - a. Providing minutes of regular meeting and pertinent correspondence of WSSSC to the chairpersons of the councils.
  - b. Hosting an annual meeting of WSSSC executive board and the council chairpersons.
- III. Generally recognize and empower the councils toward the achievement of their goals.

C. Role and Responsibilities of WSSSC Liaison Members

- I. The liaison from WSSSC to the council is the official representative of the Commission and is a non-voting member of the council.
- II. The liaison representative shall be the official to WSSSC from the specific council.
- III. The liaison representative shall attempt to attend all meetings of the council to which they are assigned or attempt to send an alternate.
- IV. The host campus WSSSC member should make every effort to attend a council meeting on their campus if the WSSSC liaison is not available.
- V. Provide to the WSSSC President proposed updates of the constitution, by-laws, officers and budget of the assigned council.
- VI. Give an oral and, if appropriate, written report at a quarterly WSSSC meeting regarding issues and activities of the council.
- VII. Communicate ideas, concerns and advice between WSSSC and the council.

## **ARTICLE V- Professional Development of WSSSC Members**

A. Onboarding for New WSSSC Members

- I. WSSSC Executive Board, in collaboration with SBCTC, will provide an annual onboarding session to new WSSSC members.
- II. WSSSC Executive Board will match new WSSSC members with an experienced WSSSC member for a year long mentoring experience.

B. Professional Development at Quarterly Meetings

- I. WSSSC Executive Board, in collaboration with SBCTC, will plan quarterly WSSSC meetings that include hot topics, guest speakers, and/or agenda topics that meet the professional needs of its diverse members.

## **ARTICLE IV- AMENDMENTS**

These bylaws 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.