

ADVISING AND COUNSELING COUNCIL CONSTITUTION

NAME OF COUNCIL

The name of this council shall be the Advising and Counseling Council.

PURPOSE OF ORGANIZATION

The purpose of the Advising and Counseling Council is to address the statewide management issues related to advising, counseling, student development, and transition of community and technical college students. This council is organized to:

- Provide recommendations to Washington State Student Services Commission (WSSSC) regarding the design, implementation, and evaluation of delivery systems and training models for counseling, advising, student development, and related programs.
- Represent the management functions of counseling, advising, student development and related programs.
- Provide mutual exchange of information and professional development for the purpose of building leadership skills and increasing effectiveness of services.
- Encourage collaboration and communication among various sectors including colleges, universities, high schools, instructional programs, services, and related agencies or organizations.

This council will make recommendations to the Student Services Commission that represent a statewide management perspective of these comprehensive services. Management issues of this council should include the following issues for all students:

- Assessment/placement testing and student orientation
- Student support services for personal, career, and educational transitions
- Student progression toward certificates, degrees, and other educational goals
- Efficient transfer to baccalaureate institutions
- Retention and satisfactory academic progress of students
- Student satisfaction with services and academic environment
- Tools for outcomes assessment of comprehensive services

The Advising and Counseling Council collaborates with and reports to the Student Services Commission on significant and emerging issues or trends, typically through the WSSSC liaison, subcommittee assignments, and annual planning meetings.

MEMBERSHIP

Student Services Commission members appoint 1-2 representatives for their respective institutions annually. Representatives are selected to represent the management functions of counseling, advising, student development and related issues.

VOTING

Each college has one vote.

EQUITY AND DIVERSITY

The Advising and Counseling Council values equity and diversity in its leadership, activities, and support of students. *The Advising and Counseling Council (ACC) is committed, as a matter of principle and in accordance with applicable federal and state disabilities laws and regulations, to providing reasonable accommodations for eligible individuals with documented disabilities in the most timely and effective manner possible. The Council's intent is to ensure that every member who makes a request for accommodation under the Americans with Disabilities Act (ADA), the Rehabilitation Act of 1973, Section 504, Chapter 49.60 Revised Code of Washington, and Washington Administrative Code 162-22 is promptly and properly advised of the accommodation process and reasonably accommodated. To arrange accommodations for a current council appointee, please contact the current year's council President, found on the State Board for Community and Technical College's website at:* <http://www.sbctc.edu/college/g-wssscadvisingandcounseling.aspx>

OFFICERS AND DUTIES

1. The officers of the Executive Board are the president, president-elect, past-president, secretary, treasurer/membership chair and one representative elected at large. The term of office for each position is as follows:
 1. *President Elect – One year*
 2. *President – One year*
 3. *Past President – One year*
 4. *Secretary – Two years*
 5. *Treasurer – Two years*
 6. *Member at Large – Two years*
7. The president directs the affairs of the Advising and Counseling Council, and conducts all meetings. The president prepares the annual report to the Student Services Commission in preparation for the annual planning meeting and appoints ad hoc committees or positions as necessary.
8. The president-elect assists the president as requested and assumes the duties of the president in the absence of the president.
9. The past-president *serves as the legislative liaison and* assists the president and president-elect as needed and determined by the Executive Board.
10. The secretary maintains the minutes of all council and executive meetings and distributes the minutes to the Council and the Student Services Commission. Each

fall quarter, the secretary submits the council membership list from the previous year to the Commission to update the appointed membership from each college. The secretary maintains a council notebook that includes minutes, correspondence, treasurer reports, membership contact list, and written reports.

11. The treasurer maintains the financial records, collects annual registration fees, disperses funds as required to pay council expenses, and makes quarterly reports.
12. *The member at large representative is responsible for making site arrangements including coordinating with the site representative on a meeting location, lodging, meals (including evening reservations) and arranging for disabilities accommodations.*
13. Election of officers is the last order of business at the last meeting in the spring quarter by a majority of members present. Nominations for officers are limited to members appointed by the Student Services Commission.

COMMITTEES

1. The Executive Board serves as the administrative leadership of the Advising and Counseling Council. It is responsible to the membership for budget decisions, meeting arrangements, agendas, and reports.
2. The president may appoint both standing and ad-hoc committees as needed to address important and emerging issues.

MEETINGS

1. The Advising and Counseling Council meets fall, winter, and spring quarters, or as determined by the membership.
2. Quarterly meeting registration fees to pay for meeting related expenses for each college are determined annually by a majority vote of the membership.
3. A majority of the Council members constitutes a quorum.
4. Robert's Rules of Order, most recently revised, is the authority on questions of parliamentary procedure.
5. The Executive Board meets to plan subsequent Council quarterly meetings, to prepare for the annual Student Services Commission planning meeting, and whenever necessary as determined by the president.
6. Ad hoc and special meetings may be held at the discretion and direction of the president.

7. The president represents the Advising and Counseling Council during the annual planning meeting of the Student Services Commission Executive Committee to discuss important and emerging issues to be addressed by the Council during the subsequent year.

AMENDMENTS

1. Proposed amendments or revisions to the constitution may be endorsed by a two-thirds vote of the members at any meeting provided the proposed amendment has been submitted to the members at least thirty (30) days prior to the meeting.
2. Amendments that have been endorsed by the Council members must be approved by the Student Services Commission prior to adoption.

Revised April 2015 to reflect addition of accommodation language and clarifying description of member at large position.

Revised June 2006 to reflect change in term of office as approved by the Council members and the Student Services Commission.