The Washington State Community and Technical College
Continuing Education Council

BYLAWS

# ARTICLE I

## NAME

The name of this organization shall be the Washington State Community and Technical College Continuing Education Council, hereinafter known as Continuing Education Council.

# ARTICLE II

## AUTHORITY

The Continuing Education Council, under the broad direction of the Washington Association of Community and Technical Colleges, acts in an advisory capacity for matters concerning continuing education to the Instruction Commission.

# ARTICLE III

## OBJECTIVES

The objectives of the Continuing Education Council shall be:

* To provide leadership and professional development in the promotion and support of continuing education activities within each community or technical college district, the state, and the nation;
* To advise the Instruction Commission on issues which directly affect continuing education;
* To develop an effective communication network for sharing and disseminating information and best practices relating to continuing education and self-supporting programs and activities; and
* To work closely with the Washington Association of Community and Technical Colleges (WACTC), the Instruction Commission, the Workforce Education Council, and the State Board for Community and Technical Colleges to promote the value of continuing education.
* To provide the equal mission emphasis of continuing education as stated in Section 2 of the Community College Act "Ensure that each community and technical college district shall offer thoroughly comprehensive educational training and service programs to meet the needs of both the communities and students served by combining, with equal emphasis, high standards of excellence in academic transfer courses; realistic and practical courses in occupational education, both graded and ungraded; and community services of an educational, cultural, and recreational nature."

# ARTICLE IV

## MEMBERSHIP

The membership shall be open to any staff designated as being responsible for continuing education programs.

Voting members of the Council shall consist of the chief continuing education administrator, or designee, from each community and technical college in the system. If the designated representative is unable to attend a meeting, an alternate from the absent representatives’ college may attend with voting privileges. No proxy voting is permitted.

# ARTICLE V

## OFFICERS

The officers of the Continuing Education Council shall consist of a President, Vice President, Immediate Past President, Treasurer, Secretary and Technology Officer. These officers shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by the Continuing Education Council.

The Vice President, President, and Immediate Past President shall serve a term of one year or until a successor is elected or appointed by the Executive Committee. The Treasurer, the Secretary and the Technology Officer shall serve terms of two years or until a successor is elected or appointed. A member is eligible to hold an office as often as elected.

Nominations should be sent to the executive committee via email prior to the Spring meeting. Additional nominations can be made from the floor.

A Vice President shall be elected at the annual Spring Meeting. Candidates must have attended a minimum of three CEC meetings over the two years. One year after election, the Vice President shall succeed to the Presidency; after one year as President this officer shall succeed to the position of Immediate Past President.

A Treasurer, a Secretary or a Technology Officer shall be elected for a term of two years.

The election will be a simple majority of the voting members present.

If an officer is unable to continue in their role for the duration of their term the following occurs:

President: The Immediate Past President takes the place if he/she available.

Vice President, Secretary, Treasurer, and Technology Officer: The Executive Committee will appoint a replacement who has served in an executive role in the past until a new election can be held at the next meeting.

# ARTICLE VI

## DUTIES OF OFFICERS

### Section 1. **The President**

Shall be the presiding officer, ex-officio member of all committees, except nominating committee, and be the representative to the Instruction Commission.

Shall, in consultation with the Executive Committee, prepare the agendas for all meetings.

Shall call meetings of the Executive Committee.

Shall appoint those committees necessary for the function of the organization.

May call special meetings, if necessary.

### Section 2. **The Vice President**

Shall take the place of the President if the President is absent.

Shall be responsible for professional development activities.

Shall plan and execute the program portion of the meetings.

Shall coordinate with the Host College or venue for meeting preparation.

### Section 3. **The Immediate Past President**

Shall take the place of the President or Vice President.

Shall coordinate the nominations for vacant positions.

Shall be the representative to the Workforce Education Council.

### Section 4. **The Treasurer**

Shall maintain the accounts and pay bills incurred by the organization.

Shall be prepared to give a full written accounting of the income and expenditures at each meeting.

Shall be responsible for yearly dues collection.

Shall be responsible for meeting registrations.

Shall update the roster at the fall meeting, including each member’s title, address, and phone number, and prepare the list for distribution to the membership.

Shall notify all members of meetings including appropriate information regarding maps, hotels, parking, etc. for the meeting.

### Section 5. **The Secretary**

Shall keep minutes of the meetings and distribute them to the membership.

Shall coordinate with the Technology Officer to maintain the official documents of the organization.

Shall send out survey to Council members following each meeting and shall be prepared to present results at the next meeting.

### Section 6. **The Technology Officer**

Shall coordinate with the Secretary to maintain the official documents of the organization.

Shall serve as Web Coordinator and Canvas Administrator for the Council.

# ARTICLE VII

## MEETINGS

Section 1. Meetings of this organization shall be held at least twice a year. Efforts will be made to hold additional meetings in an alternative format, i.e., regional, K-20 network, etc.

Section 2. An annual schedule of meeting dates will be developed by September of the academic year. Agendas shall be sent to the membership one month in advance of the meeting.

Section 3. Special meetings may be called by the President with written notice sent to the membership at least two weeks in advance.

Section 4. Efforts will be made to have at least one meeting held on the East side of the Cascade Mountains each academic year.

Section 5. A host college liaison or the Vice President will be appointed for each meeting to serve as the Council contact person for the meeting. The liaison or the Vice President will reserve room, order food, make AV support arrangements, and provide information to the Treasurer regarding maps, hotels, parking, etc at least one month prior to the meeting.

# ARTICLE VIII

## EXECUTIVE COMMITTEE

Section 1. The Executive Committee shall consist of the President, Vice President, Immediate Past President, Treasurer, Secretary, Technology officer, and SBCTC Liaison member.

Section 2. The Executive Committee shall approve the expenditure of funds, assist the President in preparing the meeting agenda for each meeting, and shall assist the Vice President in securing professional development programs.

Section 3. The President shall call meetings of the Executive Committee as necessary.

Section 4. A quorum of the Executive Committee shall be three members.

# ARTICLE IX

## COMMITTEES

The President shall appoint those committees necessary for the functioning of the organization.

# ARTICLE X

## PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert’s Rules of Order Newly Revised shall govern the Continuing Education Council in all cases in which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order which the Continuing Education Council may adopt.

# ARTICLE XI

## AMENDMENTS

These Bylaws may be amended or revised by a two-thirds vote of the membership present at a quarterly meeting.

Proposed amendments or revisions must be submitted in written form to the entire membership at least two weeks in advance of the meeting at which action will be taken.

# ARTICLE XII

## DISSOLUTION

In the event the Continuing Education Council is dissolved for any reason, any remaining funds or other assets shall become the property of the Washington State Community and Technical College Instructional Commission.