

Career and Employment Services Council Bylaws

Name of Council

The name of this council shall be the Career and Employment Services Council.

Purpose of Organization

The purpose of the Career and Employment Services Council is to address the statewide issues related to career education and student employment. 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 career counseling, career exploration, job readiness, career development, and student preparation for an ever changing work environment.
- Represent the individuals employed in the area of Career & Employment Services in the Community and Technical College system.
- Provide mutual exchange of information and professional development for the purpose of building leadership skills and increasing effectiveness of services. • Promote career education as an essential component to every community and technical college program.
- Facilitate collaboration and communication among various sectors including colleges, high schools, instructional programs, employers and community partners in order to deliver comprehensive, integrated, and accountable career and employment service.
- Provide accurate data collection and reporting to the Student Services Commission.
- Work closely with the SBCTC staff in order to clearly understand legislative and budget issues and how they pertain to career and employment services.
- Collaborate with Workforce Development programs on our campuses in responding to the appropriate legislation and economic development.

Membership

Student Services Commission members appoint 1-2 representatives for their respective institutions annually. Representatives are selected to represent the management functions of career and employment related issues. Other professionals who would benefit from a statewide perspective regarding career and employment issues may also participate.

Voting

Each college has one vote.

Equity and Diversity

The Career and Employment Services Council values equity and diversity in its leadership, activities, and support of students.

Officers and Duties

1. The officers of the Executive Committee are the President, President-elect, past President, Secretary, Treasurer and Member At-Large. The term of office for the secretary, treasurer and at-large representative is two years. The term of office for President, President-elect and past President is one year, comprising a three year cycle.
2. The Executive Committee, under the leadership of the President, shall have full authority to conduct the business of the Council subject only to such restrictions and limitations as may be fixed by these bylaws or by vote of the membership.
3. Along with the meeting site host, the President-elect shall serve as the executive committee point of contact for the quarterly council meetings including location and content.
4. The Executive Committee shall meet prior to each scheduled Council meeting.
5. A vacancy in any office because of death, resignation, removal, disqualification or otherwise, may be filled by an eligible candidate recommended by the Executive Committee and confirmed by the affirmative vote of a majority of the members present at any meeting of the Council for the un-expired portion of the term.
6. The President shall preside at all meetings, appoint committees, submit an annual report to the Commission, and perform other duties typical of the office of the President. The President has the responsibility to encourage membership and participation of all Washington State Community/Technical Colleges. The President shall collaborate with the designated WSSSC liaison and provide them with a report of Council highlights at the end of the business year. The President shall build quarterly meeting agendas and coordinate the Executive Committee activities. The President shall communicate with and engage Council membership.
7. The President-elect shall develop a three year goal. The goal will be presented the first year, instituted in the second, and assessed in the third year of the presidential cycle. The President-elect shall serve as the chair of the Election Committee. The President-elect shall perform such other duties as from time to time may be assigned to him, or her, by the President or by the Executive Committee and assumes the duties of the President in the absence of the President.
8. The immediate past-President assists the President and President-elect as needed and determined by the Executive Committee. The past-President maintains the historical record of the Council and is responsible for leading the New Member Orientation.
9. The Secretary maintains the minutes of all council and executive meetings and distributes the minutes to the Council and the Student Services Commission. The secretary maintains a council notebook that includes minutes, correspondence, treasurer reports, membership contact list, and written reports. In Coordination with the President,

the Secretary maintains web pages. The Secretary provides regular communication and engagement with the Council in collaboration with the President.

10. The Treasurer maintains the financial records, collects registration fees, disperses funds as required to pay council expenses, and makes quarterly reports. The Treasurer shall coordinate food services for all council meetings in cooperation with the President-elect. Each year, the Treasurer coordinates with the Member at large to identify and recruit new members from non-represented colleges. Each fall quarter, the Treasurer submits the council membership list from the previous year to the Student Services Commission to update the appointed membership from each college.
11. The Member At-Large shall be a voting member of the Executive Committee and shall perform such duties as is incident to their membership on the Committee and other duties as may be assigned to them by the President or the Executive Committee. The Member At-Large performs duties of the membership chair including membership, coordinating with the Treasurer to ensure the member roster is up to date.
12. 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.
13. In the event that an officer is unable to complete his/her term of office, the Executive Committee may appoint another council member to complete the vacated office's term.

Committees

1. The Executive Committee serves as the administrative leadership of the Career and Employment Services 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.
3. An Election Committee shall be appointed at the winter quarter meeting each year. The Election Committee shall be comprised of the President-elect and four eligible members appointed by the President. The committee shall submit a slate of candidates, to each Council member in good standing, via email no later than two weeks prior to the election meeting. The nominees will be presented at the winter meeting and the floor will be opened for additional nominees, including self-nominations. The ballot for the election of officers for the ensuing school year will be voted upon during the spring meeting

Meetings

1. The Career and Employment Services 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. *"Robert's Rules of Order"*, most recently revised, is the authority on questions of parliamentary procedure.
4. The Executive Committee 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.
5. Ad hoc and special meetings may be held at the discretion and direction of the President.
6. The President represents the Career and Employment Services 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 to the By-Laws should be submitted to the President for consideration by the Executive Committee. Revisions endorsed by the Executive Committee must be sent to the membership listserv at least ten business days prior to the Council meeting date if votes on the revisions are to occur.
2. Proposed amendments or revisions to the By-Laws must be endorsed by a two thirds vote of the members present at any meeting.
3. Amendments that have been endorsed by the Council members must be approved by the Student Services Commission prior to adoption.

*Proposed 10.2016
Approved by WSSSC on 02.01.2013*