

**WASHINGTON STATE DIVERSITY & EQUITY OFFICERS COMMISSION
FOR COMMUNITY AND TECHNICAL COLLEGES**

BYLAWS

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PREAMBLE

The Washington State Diversity & Equity Officers Commission (DEOC) for Community and Technical Colleges (CTCs) exists to provide *executive-level leadership* for institutional and *system-wide capacity-building* to eradicate racial and other structural barriers to the equitable success of students, faculty and staff. The DEOC is a strategic body in direct collaboration with the Washington Association of Community and Technical College Presidents' Commission (WACTC).

Diversity and equity officers (DEOs) lead work that spans all areas of the institution and the CTC system to strategically advise, assist in activating, and driving equitable change. The DEOC seeks to build institutional and system-wide equity, diversity, and inclusion infrastructure that supports the integral functions of strategic success across our respective campuses and the overall CTC system. Specifically, DEOs serve as primary contributors to embedding diversity, equity and inclusion (DEI) systemically; expanding DEI practices to governing bodies, such as committees; strategic partnerships; building, developing, and sustaining informal and formal networks, and disrupting the status quo using empirically driven practices and research.

I – PURPOSES

The purposes of the Commission are:

- A. To provide leadership and learning to WACTC on the importance of the role of diversity and equity officers and issues related to equity, diversity, and inclusion.
- B. To propose goals for and support the development and implementation of policies and procedures, programs, and practices, as established by a consensus of the membership or assigned by WACTC.
- C. To work collaboratively with and support WACTC commissions and councils, in order to promote, integrate, and advance equity, diversity, and inclusion goals across the CTC system.
- D. To provide connection, retention and support for DEOs across the CTC system

ARTICLE II – MEMBERSHIP

- A. Voting members of the commission shall be the senior level DEO for their respective colleges and not a proxy, nor from an equity task force, or any other substitute for the senior-level DEO.
- B. Voting members of the Commission shall have been employed in a DEO role and maintain a membership, by payment of dues, to the commission for a consecutive 12-month period. Voting members shall consist of the senior-level diversity and equity officer.

- C. Members of the commission shall be employed in a DEO role but may or may not report to the President/Chancellor but have officially joined the commission through membership and serve as the senior-level DEO.
- D. The email distribution group will be limited to official DEOC members.

ARTICLE III – OFFICERS

Section 1: Officers of the Commission shall be the Chair, Vice-Chair, Executive Administrative Team Assistant, Treasurer, Workplan Strategist, Executive Logistics Coordinator; otherwise referred to as the Executive Board. Officer positions will be added or removed based on the evolving needs of the commission.

Section 2: Officers shall be elected during the spring meeting of each year and shall take office at the beginning of the summer meeting. Unexpired terms shall be filled by election by the members at the succeeding general meeting.

Section 3: Duties of officers shall be as follows:

- A. The Chair shall be the presiding officer of the Commission, ex officio member of all committees, and representative to WACTC. The Chair must report directly to the President/Chancellor of their respective community or technical college.
- B. The Vice-Chair shall, in the absence of the Chair, perform the duties of that office and provide general support to the executive board. The Vice Chair must report directly to the President/Chancellor of their respective community or technical college.
- C. The Executive Team Assistant shall keep minutes of all meetings of the Commission and the Executive Board in collaboration with SBCTC support staff. They shall be the official correspondent of the Commission. The Executive Administrative Assistant must report directly to the President/Chancellor, of their respective community or technical college.
- D. The Treasurer will also maintain the official financial records, receive and disburse all funds at the direction of the Chair and actions of the Commission. The Treasurer must report directly to the president/chancellor, of their respective community or technical college to hold this position.
- E. The Workplan Strategist will facilitate the coordination and development of the DEOC work plan. The Workplan Strategist must report directly to the President/Chancellor, from each community and technical college.
- F. The Executive Logistics Coordinator shall support the coordination of logistics required to conduct official DEOC business and work closely with the Executive Administrative Support position. The Executive Logistics Coordinator must report directly to the President/Chancellor, of their respective community or technical college.

Section 4: Terms of officers shall be as follows:

- A. The term of office of each officer position will be for two (2) years.

B. Terms are renewable for up to a maximum of three (3) years, by the consensus of the Commission.

ARTICLE IV – MEETINGS

Section 1: There shall be at least one regular meeting per quarter and there may be other regular or special meetings, as designated by the Chair. In the interest of transparency, inclusiveness, accountability and collaboration, the DEOC will host at least one annual forum to which community members will be invited.

ARTICLE V – VOTING

Section 1: Each member shall have one vote.

Section 2: Voting is restricted to DEOC members.

Section 3: There must be a minimum of 2/3 of voting members present to constitute a quorum to vote.