

DISABILITY SUPPORT SERVICES COUNCIL (DSSC)

BYLAWS

ARTICLE I: BUSINESS OF THE COUNCIL

Section 1: The actions of the Council shall be conducted according to the most recent edition of Robert's Rules of Order unless specified otherwise in the Bylaws of the Council. Robert's Rules may be suspended by a two-thirds vote of all voting members of the Council present.

Section 2: All matters requiring voting will be made valid by a majority of voting members present.

Section 3: All records and minutes shall be kept by the Council Secretary.

Section 4: Correspondence of other business before the Council shall be sent to the President of the Council.

Section 5: All funds shall be remitted to the Council Treasurer.

ARTICLE II: MEETINGS OF THE COUNCIL

Section 1: Regular meetings of the Council shall be held three times yearly at such time and place as called by the President. Council meetings in fall and spring will be held in conjunction with the Washington Association on Postsecondary Education and Disability (WAPED). The winter meetings will stand alone.

Section 2: All meetings of the Council shall be open to the public. Members of the audience shall be allowed to contribute to the discussion at the discretion of the president.

Section 3: No official business shall be conducted by the Council except during a regular meeting.

Section 4: The membership shall be notified of all regular meetings of the Council.

Section 5: The Council may hold closed sessions for community and technical college business.

ARTICLE III: EXECUTIVE SESSIONS

Section 1: The Board may convene in executive session for the purpose of discussing Board personnel matters when deemed necessary.

Section 2: No official business of the Council shall be conducted in executive session.

ARTICLE IV: COUNCIL AGENDAS

Section 1: Information and materials pertinent to the agenda of all regular meetings of the Council shall be sent to Council members prior to each meeting. Any matter of business or correspondence must be received by the President one (1) week prior to the meeting in order to be considered to be included on the agenda. The President may, however, present a matter of business received too late for inclusion on the agenda when in his/her judgment the matter is relevant.

Section 2: No action shall be taken by the Council on an item which does not appear on the agenda unless by a suspension of the Robert's Rules of Order.

Section 3: The Council may charge a registration fee for Council meetings when deemed necessary to cover various costs. The Board shall determine the amount of the fee.

Section 4: The order of the agenda governing all regular meetings of the Council shall be determined by the President.

Section 5: The order of the agenda may be changed by the President with the consent of the Council members present or at the request of the majority of the Council members present.

SECTION V: BYLAW AMMENDMENTS

Section 1: Amendments to the Constitution may be made by Council members presenting a written proposal to the board sixty (60) days prior to the next regular Council meeting. The Board must approve such amendments before presenting them to the Council for adoption. The approved proposed amendments shall be presented to the Council thirty (30) days prior to the next regular Council meeting.

Section 2: A majority vote of the voting members present is needed to amend the Constitution.

Section 3: Council approved amendments shall be forwarded to the Vice President of Student Services Commission liaison for approval through the Washington State Student Services Commission.

**Constitution and Bylaws approved by the Washington State Student Services Commission
(WSSSC) 6/23/97**

Amendments

Constitution, Article IV - Officers, A, and B (1), October 15, 1999;

Constitution, Article IV - Officers, B (2), C (1), (2), (5), (6), January 29, 2001;

Bylaws, Section III - *Meetings of the Council*, (A), January 29, 2001;

Bylaws, Section III - *Meetings of the Council*, G (5), approved by WSSSC, April 9, 2002;

Constitution and Bylaws – complete update and rewrite, approved by WSSSC, June 2008