

## **Preamble**

The Veteran and Military Services Council (VMSC) is established to provide quality services to students, faculty, staff, and administration of its member institutions and their communities. The council reports to the Washington State Student Services Commission (WSSSC).

## **Article I – Name**

### **Section 1**

The name of this Council will be the Veteran and Military Services Council and will be referred to as VMSC.

## **Article II – Purpose**

### **Section 1**

The purpose of the Council will be to:

- A. Actively support and respond to the direction of WSSSC, particularly with regard to the commission and WACTC work plans;
- B. Receive, discuss, and disseminate information regarding common issues and best practices in supporting military-connected students through meetings and other means;
- C. Make formal and/or informal system recommendations to the State Board for Community & Technical Colleges (SBCTC) through the Washington State Student Services Commission (WSSSC);
- D. Provide professional development opportunities for its members;
- E. Establish and maintain relationships with other organizations and agencies that support military-connected students.

## **Article III – Membership**

### **Section 1**

There will be two (2) types of Council membership:

A. **Institutional members** - May seek and hold executive positions in VMSC. Institutional members represent one of the 34 Washington Community & Technical Colleges and are generally in one of the following roles:

1. School Certifying Officials
2. Veteran and Military Resource Center staff
3. Other positions central to the work of Veteran and Military services

**B. Advisory members** - May not vote or hold office and may consist of:

1. One representative from the Washington State Student Services Commission.
2. Representatives from the State Board for Community and Technical Colleges, to include (but not limited to):
  - a. Policy Associate, Student Services
  - b. ctLink Campus Solutions Support

## **Article IV – Officers and Duties**

### **Section 1**

The officers of the Council will be a President, Past-president, President-elect, Secretary, Treasurer, and Historian. This group is the Executive Committee.

### **Section 2**

Candidates for office may be self-nominated or nominated by other voting members. The President will be elected at the inaugural spring meeting and will take office immediately. The President-elect will be elected at the spring meeting each year and will serve in that role for one year, before taking office as President at the conclusion of the following spring meeting. The inaugural Secretary will be elected for one year at the spring meeting; thereafter, they will be elected for two-year terms. The Treasurer will be elected every other year, beginning with the inaugural election, and will serve a two-year term. The Historian will be elected and will serve a two-year term. The Executive Committee will fill unexpired terms through appointment.

A Hospitality Officer is not a member of the Executive Committee and may be appointed and serve at the discretion of the President for event management.

### **Section 3**

Duties of the officers will be those customarily performed by such officers. The Executive Committee will identify specific duties and provide them to members. Duties of the officers may include but are not limited to:

President

- Presides over meetings
- Facilitates executive board meetings
- Prepares and files any report required
- Appoints committee chair people

- Maintains contact with affiliated agencies and community partners and represents the council as requested
- Serves as a spokesperson for the council
- Serves as a secondary signatory on financial accounts
- Assists all executive officers
- Remains fair and impartial during council decision making processes
- Provides encouragement and motivation to fellow officers and council members

#### President-elect

- Familiarize the office holder with the obligations and duties of the President
- Shadow the President in all council functions
- Help set direction for the council
- Working closely with the president on ensuring implementation of the strategic goals
- Working with the president in acting as a spokesperson for the council
- Fully participating in the work of the executive committee
- Performs other duties as directed by the President

#### Past-president

- Assumes the duties of the President in their absence
- Directs Bylaws updating and revisions
- Facilitates election of officers
- Serves as Parliamentarian
- Remains fair and impartial during council decision making processes
- Performs other duties as directed by the President

#### Secretary

- Obtains appropriate facilities for council activities
- Keeps a record of all members of the council, including attendance at meetings
- Keeps a record of all activities of the council
- Prepares an agenda with the President and distributes for all meetings
- Notifies all members of meetings
- Prepares council's calendar of events
- Keeps the council informed of council business
- Keeps and distributes minutes of each meeting of the council
- Remains fair and impartial during council decision making process
- Performs other duties as directed by the President

#### Treasurer

- Is familiar with accounting procedures and policies

- Serves as the primary signatory on financial accounts
- Pays council bills
- Collects council fees
- Maintains financial records of the council
- Prepares an annual budget
- Prepares all budget requests for funds
- Prepares and submits financial reports to the members
- Advises members on financial matters (e.g., vendors, ticket selling procedures)
- Prepares purchase orders, requisition forms, or supply requests
- Remains fair and impartial during council decision making processes
- Performs other duties as directed by the President

#### Historian

- Document the important events for the council, such as activities and accomplishments for the year
- Help maintain and update the council webpage with SBCTC administrative staff
- Performs other duties as directed by the President

### **Section 4**

Officers are elected through a simple majority vote of those institutions in attendance, incorporating a limit of one vote per member institution, whether submitted in person or electronically if they are attending remotely.

## **Article V – Committees**

### **Section 1**

Ad hoc committees appointed by the President will conduct business requiring committee consideration. It is desirable, whenever possible, that committees be comprised of a representative membership, taking into consideration variances in institutional enrollment, needs, geographic location, and institutional type.

### **Section 2**

All committee meetings are open to all institutional and advisory members, unless otherwise designated by the committee chair, with approval of the President. The Executive Board meetings are exempt from Article V.

## **Article VI – Voting**

## **Section 1**

Each member institution will have one (1) vote.

## **Section 2**

With the exception of amendments (see Article VIII), a simple majority of present member institutions (half plus one) will resolve all decisions.

## **Article VII – Quorum**

### **Section 1**

A voting quorum will consist of a simple majority of the member institutions.

## **Article VIII – Amendments**

### **Section 1**

By-laws may be amended by a two-thirds vote of the member institutions at any meeting provided the proposed amendment has been submitted to the members at least thirty (30) days prior to the meeting. Revisions of By-Laws as subject to review by WSSSC.

## **Article IX – Meetings**

### **Section 1**

There may be three (3) regular meetings per year and special meetings as deemed necessary by the President and membership.

## **Article X – Distribution List**

### **Section 1**

Agendas and minutes of all regular meetings will be distributed as follows:

- A. VMSC web page (Domain through SBCTC)
- B. VMSC LISTSERV

## **Article XI – Parliamentary Authority**

### **Section 1**

Robert's Rules of Order, Revised, will be the authority on any question of parliamentary procedure.

## **Article XII – Dues**

### **Section 1**

Annual dues will not be collected. Meeting attendance costs will be set to support logistics, disability related accommodations, etc.

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