



## **Article II – Name**

The name of this organization shall be the Washington Association of Community and Technical Colleges (WACTC).

## **Article II – Purpose**

The purpose of the association shall be:

1. To plan, articulate and advocate educational services that should be, and can be, provided for the citizens of the state of Washington by the community and technical college system.
2. To increase the effectiveness of community and technical college education in the state of Washington through appropriate joint action and coordination of member institutions.
3. To provide a forum for college and district representatives and State Board for Community and Technical Colleges staff to review and assess major issues, concerns and problems which confront the community and technical colleges as well as identify opportunities which can benefit students of the community and technical college system.
4. To review with and recommend policies and procedures to the executive director of the Washington State Board for Community and Technical Colleges.
5. To provide a structure of mutual support for districts and colleges.

## **Article III – Membership**

### **Section (1)**

The association shall be made up of institutional membership of each authorized state community and technical college district and college and the State Board for Community and Technical Colleges.

## **Article IV – Board of Presidents**

### **Section (1)**

The board of presidents shall be composed of the president of each community and technical college district and the president of each college in multi-college districts.

### **Section (2)**

Ex-officio members of the board of presidents shall be the executive director and the deputy executive directors of the State Board for Community and Technical Colleges.

### **Section (3)**

Positions on the board of presidents shall become effective at the time the district organization is recognized by the State Board and pays its dues. Ex-officio membership shall become effective at the time of appointment to a designated position.

## **Article V – Voting**

### **Section (1)**

All members of the board of presidents shall have one vote unless as a proxy for other presidents. Ex-officio members and representatives may not vote or hold office.

### **Section (2)**

On any matter, oral votes or a show of hands are allowed. A recorded roll call vote may be requested by three members of the board.

### **Section (3)**

At the discretion of the WACTC president, votes on matters discussed by WACTC may be held “open” no longer than five business days past the close of the Business Meeting. The WACTC president will collect votes via email after the Business Meeting and announce final results after the close of the voting period.

### **Section (4)**

Presidents who must be absent from a meeting may select a proxy from among the other presidents to deliver his/her vote.

## **Article VI – Finance**

### **Section (1)**

Expenditures shall be authorized by the Executive Committee. The president and president-elect-treasurer of WACTC shall have the authority to sign checks drawn on WACTC funds.

### **Section (2)**

The fiscal year of the association shall be July 1 through June 30.

### **Section (3)**

The Executive Committee shall recommend to the board of presidents a uniform institutional membership fee. Commissions and councils of the association shall not charge additional membership fees.

### **Section (4)**

Normally, the membership fees shall be due in August of each year. In the case of new members, the Executive Committee shall decide the date and prorated membership fees due.

### **Section (5)**

The Executive Committee shall authorize and approve an annual budget for each commission. The commission budget is to include, if needed, the budget for each commission council.

## **Article VII – Meetings**

### **Section (1)**

Normally, the annual Organizational Meeting of the board of presidents shall be held at the regular meeting in July.

## **Section (2)**

Special meetings of the board of presidents and/or the Executive Committee may be called at the discretion of the Executive Committee or upon vote of the board of presidents.

## **Section (3)**

The Executive Committee shall meet at each WACTC meeting to afford preliminary hearings of committee reports; review the agenda for the next general meeting; and to consider such other items as may be necessary. All actions or recommendations shall be brought to the general meetings for approval and/or ratification except when the Executive Committee is specifically empowered by the members to act on behalf of the board of presidents. The Executive Committee shall be available to serve in ad hoc capacity as advisory to the executive director of the State Board for Community and Technical Colleges.

## **Section (4)**

Written notice of all regular board of presidents and monthly Executive Committee meetings shall be sent to all members one week before the date of the meeting. The notice shall include the agenda for the meeting. All Executive Committee meetings shall be open to all members.

## **Section (5)**

A quorum is defined to be a simple majority of active members.

## **Article VIII – Officers**

### **Section (1)**

The officers of the board of presidents shall be a president and a president-elect-treasurer. Secretarial services shall be provided by the office of the State Board for Community and Technical Colleges.

### **Section (2)**

All officers shall be active members of the board of presidents.

### **Section (3)**

The president-elect-treasurer shall be elected for a one-year term at the May meeting. The president-elect-treasurer's term will begin in June and his/her presidential term of office will begin in June of the year following his/her election and will last one year. A nominating committee shall be formed by the March or April meeting. The nominating committee shall be comprised of the immediate past WACTC Equity Chair and the immediate past WACTC Chair. They will ask for nominations as well as self-nominations for president-elect. The nominating committee would present to WACTC candidate(s) at the May WACTC meeting. It is recommended that nominees are active WACTC members for at least five years. WACTC would vote by secret ballot until a candidate receives the majority vote. If there are no successful nominees, then the nominating committee would then contact presidents beginning with the most senior president who has not already served in the position and worked their way down the list until a willing candidate accepts the nomination. In the event that the president does not accept the nomination they will not lose their place on the seniority list and can be nominated in a future year.

### **Section (4)**

The duties of the officers shall be those customarily performed by such officers.

## **Section (5)**

Should for any reason an officer position become vacant, the board of presidents shall elect a member to serve the unexpired term.

## **Section (6)**

The president shall appoint a nominating committee which shall submit candidates for president-elect-treasurer to the board of presidents at the May meeting.

## **Article IX – Committees**

### **Section (1)**

Each member of the board of presidents shall submit preference of assignment, including if they are interested in serving as a committee chair, and shall be assigned to a committee and/or commission function by the current WACTC president and president-elect. The president-elect will select each standing committee's chair for their term of office. Once the new president-elect is selected, they will select each standing committee's vice chair who will become the chair in the subsequent year. The board of presidents will approve the membership of the standing committees at the annual organizational meeting.

The standing committees shall be:

- Capital Budget
- Educational Services
- Equity
- Legislative & Public Information
- Operating Budget
- Strategic Visioning
- Technology
- Corrections Education

### **Section (2)**

All other committees deemed necessary by the board of presidents shall be appointed by the president.

### **Section (3)**

All committee meetings shall be open to all board of presidents' members. Non-board of presidents' members may be invited to committee meetings by the board of presidents or the committee chair.

### **Section (4)**

Committee minutes shall be recorded at the discretion of the committee chair who will designate a recording secretary if needed.

### **Section (5)**

Voting members of each standing committee shall be the active members of the board of presidents appointed thereto.

## Section (6)

The president/chairperson of each commission shall annually appoint non-voting commission representatives to standing committees according to the following schedule:

<u>Committee</u>	<u>Commission (number of representatives)</u>
Capital Budget	Business Affairs (1)
Educational Services	Instruction (1) Information Technology(1) Research and Planning (1) Student Services (1)
Equity	Diversity and Equity Officer (1) Human Resources and Management (1) Instruction (1) Student Services (1)
Legislative & Public Information	Public Information (1)
Operating Budget	Business Affairs (1) Instruction (1) Information Technology (1) Student Services (1)
Strategic Visioning	
Technology	Business Affairs (1) Human Resources and Management (1) Instruction (1) Information Technology (1) Research and Planning (1) Student Services (1)

## Section (7)

An advisory group of presidents (including WACTC liaison to the Human Resources Management Commission (HRMC) as Lead) and one representative from HRMC will be available to the State Board for Community and Technical College staff for consultation as needed.

## Article X – Executive Committee

### Section (1)

The Executive Committee shall be composed of the officers of the board of presidents, the immediate past-president and the chair of the standing committees. The executive director of the

State Board for Community and Technical Colleges shall be a non-voting ex-officio member. Secretarial services shall be provided by the office of the State Board for Community and Technical Colleges.

## Article XI – Representatives

### Section (1)

The president shall appoint, as needed, members to act as representatives from the board of presidents or the association to state, national, and other organizations or assignments. Such appointments shall extend only to the time of the annual organizational meeting.

## Article XII – Commissions

### Section (1)

There are eight commissions:

- Business Affairs Commission (BAC)
- Diversity and Equity Officers Commission (DEOC)
- Human Resources and Management Commission (HRMC)
- Student Services Commission (SSC)
- Public Information Commission (PIC)
- Information Technology Commission (ITC)
- Instruction Commission (IC)
- Research and Planning Commission (RPC)

Others may be established as the board of presidents deem necessary. Each commission shall have a constitution approved and on file with the association. Amendments or changes to a commission constitution must receive approval of the board of presidents.

### Section (2)

There shall be an active member of the board of presidents and alternate assigned by the president to each commission as a representative of the board of presidents. Each board representative shall attempt to attend all meetings of the commission to which he/she is assigned and shall be a non-voting member of the commission. Moreover, this liaison representative shall be the official representative to the board from the specific commission.

### Section (3)

Council organizations, under a commission, exist to pursue specific purposes consistent with the overall purposes of the association. Such councils shall maintain a constitution, which must be approved by the respective commission and on file with the board of presidents. Councils can be created only with the specific approval of the board of presidents.

### Section (4)

Board of presidents' approval is required in order for commission statements to become official positions of the association.

## **Article XIII – Amendments**

### **Section (1)**

This Constitution may be amended at any regularly called meeting of the board of presidents by two-thirds majority of the active membership. Amendments may be proposed by the Executive Committee or by a petition carrying the signatures of ten or more active board members.

### **Section (2)**

Proposed amendments shall be presented in writing to the president of the board of presidents not less than 30 days before the meeting at which such amendments will be voted. The president shall immediately distribute a copy of each proposed amendment to each active board member.

## **Article XIV – Bylaws**

### **Section (1)**

Bylaws appropriate to the execution of this Constitution may be adopted by a majority of the active membership. Bylaws and proposed amendments to the Bylaws shall be presented in writing to the board presidents not less than 30 days before the meeting at which such Bylaws or proposed amendments to the Bylaws will be voted. The president shall immediately distribute a copy of each proposed bylaw or amendment to each active board member.





### **Dues**

Annual dues shall be \$1350 per institution (approved Aug. 2, 2019).