

CONSTITUTION

PREAMBLE: We, the members of the Multicultural Student Services Directors' Council from the Washington State Community and Technical Colleges, advocate for greater institutional responsiveness towards systemic change for students of color and other systemically non-dominant populations to create greater equity in our system through influencing state-wide policy, services and programs to further meet their academic, professional and personal needs. In addition, MSSDC advocates for the professional needs of Council members and hereby agree to meet in the pursuit of the following Articles and By-laws:

ARTICLE I - NAME

The name of this organization is the Multicultural Student Services Directors' Council.

ARTICLE II - PURPOSE

The purpose of the Multicultural Student Services Directors' Council shall be to formulate policy which shall guide in the implementation of the following goals:

- A. To develop, design, support and sustain inclusive, equitable and culturally competent programs and initiatives that support students of color and their intersecting identities, such as but not limited to Asian, Pacific-Islanders, African- American, Latin@/x, Multiracial, Native American/Alaskan Native, LGBTQI+, and DREAMers.
- B. To facilitate the recruitment and retention of students of color and their intersecting identities in keeping with Title VI of the Civil Rights Act of 1964.
- C. To advocate for competent, inclusive and equitable recruitment, retention and promotion process for faculty, administration, and staff of color and their intersecting identities.
- D. To advocate and facilitate the development and implementation of multicultural, intersectional, and cross-cultural staff development.
- E. To advocate for the development and implementation of other programs that will maximize the academic, professional and personal success for students of color and their intersecting identities.
- F. Outreach to and interface with communities and key social agencies with Multicultural services to meet the needs of students of color and their intersecting identities

ARTICLE III - MEMBERSHIP

- A. INSTITUTIONAL MEMBERSHIP shall have full privileges of the organization including the right to vote and hold elected office. INSTITUTIONAL MEMBERS are:

1. The Multicultural Student Services Director (or designees) from each authorized institution of the State Board of Community & Technical Colleges.
 2. Each institution shall have one vote.
- B. ASSOCIATE MEMBERSHIP shall have the privilege of participation with the Council. Privileges will not include the right to vote and hold an elected office. ASSOCIATE MEMBERS are:
1. Personnel for Student Services/Multicultural Affairs in the office of the State Board for Community & Technical Colleges.
 2. Administrative personnel in Community College districts, who serve in Affirmative Action or related capacities.
 3. Personnel of 4-year institutions engaged in Diversity/Equity/Multicultural Affairs work.

ARTICLE IV – OFFICERS

- A. TITLES
At the spring meeting, the president, the vice president, secretary, and treasurer shall be elected for a two year term by the institutional membership and shall assume office July 1 following the election.
- B. METHOD OF SELECTION
1. The president or designee of elections shall call for nominations at the winter meeting.
 2. During the spring meeting, the president or designee of elections will call for nominations from the floor prior to balloting.
 3. The selected nominees will leave the voting area during voting.
 4. The president or designee of elections shall be charged with the responsibility of tabulating the results.
 5. The officers shall be elected by a majority vote of all present and/or participating institutional members either at the spring meeting or based on electronic voting responses.
 7. To the best of the ability of the council, the elected officers, otherwise known as the Executive Committee, will be representative of our student body.
 8. Every attempt will be made to follow a schedule that elects the president and secretary

at the same time for two years and at the next year's spring meeting holding the elections of a vice-president and treasurer for two years in order to promote continuity in the executive committee.

C. DEFINITION OF DUTIES

1. The PRESIDENT in addition to any duties imposed by action of the Council, shall preside at each regular or special meeting of the Council; sign all official documents recording actions of the Council; establish meeting dates as needed; prepare the agenda for each meeting; and appoint committees. While presiding at official meetings, the president shall have full right of discussion and voting.

2. The VICE PRESIDENT shall coordinate the Council committees; assist the president in preparing the Council agenda; preside as president pro tem in the absence of the president; serve as liaison or delegate a liaison to the standing committees, have council associate member communication responsibilities and be responsible for the council technological venues of communication. Serve as the chair for the MSSDC awards committees.

3. The SECRETARY shall ensure that minutes are recorded at each meeting; ensure that a copy of the minutes are sent one month before the next scheduled meeting to the State Board for Community & Technical Colleges (SBCTC), each institutional member, WSSSC representative. Lead and coordinate the logistics of the MSSDC meetings, including collaborating with hosting campus. Acts as signature designee for contracts for logistics in coordinating council meetings. The secretary shall perform duties as assigned by the president and preside at meetings of the Council in case of the absence of both the president and the vice president.

4. The TREASURER shall provide quarterly reports on the financial status of the council at the regular meetings. The treasurer shall serve as the official Registrar for council meetings by receiving registration fees and writing receipts. This position will perform other duties as assigned by the president. The treasurer shall preside at meetings of the council in case of the absence of the president, vice president, and the secretary. The treasurer will serve as the registrar or liaison to MSSDC-sponsored conference(s)' registrar; and/or handle all financial transactions of MSSDC-sponsored conference(s).

ARTICLE V - STANDING COMMITTEES

A. EXECUTIVE

Purpose: The Executive Committee shall meet to consider items as necessary. The Executive Committee shall be composed of the president, vice president, secretary, and treasurer.

B. STUDENTS OF COLOR CONFERENCE COMMITTEE

Purpose: The SOCC Committee will support Washington state students to become

empowered proponents of their own education and life choices and expand the opportunities and possibilities for students to become agents of change.

1. A SOCC planning committee will be identified at the annual spring meeting with members serving a minimum of two years to implement the following year's conference.
 2. At least two co-chairs will be elected by the MSSDC membership to coordinate the Students of Color Conference. These co-chairs will be responsible for overseeing the logistics, keynotes and workshops, and registration of the Students of Color Conference. MSSDC members will serve as support members of these committees.
 3. The SOCC planning committee will be responsible for the operating and organizational guidelines for the Students of Color Conference.
- E. MSSDC will sponsor and support committees that advocate for the needs of specific populations of CTC students as deemed necessary, such as LGBTQ+ students and DREAMers. At least one MSSDC council member will serve as a liaison between the committee and the MSSDC.

ARTICLE VI – BYLAWS

Bylaws appropriate to the execution of this Constitution may be adopted by a majority vote of the institutional members present.

ARTICLE VII - AMENDING CONSTITUTION AND BYLAWS

- A. A 2/3 majority vote of the Institutional Members present and/or participating at a council meeting is needed to change the constitution or bylaws.
 1. Or voting may be done electronically with a 2/3 majority vote of electronic voting respondents in order to amend the Constitution or Bylaws.
- B. Proposed Amendments to the Constitution and/or Bylaws shall be presented in writing to the council president not less than thirty days before the meeting at which time such Bylaws or proposed Amendments to the Bylaws will be voted upon.
- C. The president shall immediately, or no later than the next council meeting, distribute a copy of each proposed Bylaw or Amendment to each institutional member.

BYLAWS

SECTION I - MEMBER INSTITUTIONS

ARTICLE III - MEMBERSHIP

- A. INSTITUTIONAL MEMBERSHIP shall have full privileges of the organization including the right to vote and hold elected office. INSTITUTIONAL MEMBERS are:
1. The Multicultural Student Services Director (or designees) from each authorized institution of the State Board of Community & Technical Colleges.
 2. Each institution shall have one vote.
- B. The actions of the Council shall be conducted according to Robert's Rules of Order Revised, unless specified otherwise in the Bylaws of the Council.
1. A majority of the institutional members present shall constitute a quorum.
 2. Rules may be suspended by a vote of 2/3 of all institutional members of the Council present.

SECTION II - BUSINESS OF THE COUNCIL

- A. All records and minutes shall be kept by the Council Secretary. Duplicate copies of records and minutes shall be maintained by the Council President, WSSSC representative, and at the State Board for Community & Technical Colleges (SBCTC). Correspondence of other business before the Council shall be sent to the President of the Council.

SECTION III - MEETINGS OF THE COUNCIL

- A. REGULAR MEETINGS of the Council shall be held quarterly at such time and place as called by the president.
At every meeting, the council will conduct professional development for its members.
- B. SPECIAL MEETINGS: The president or a majority of the institutional members of the Council may call special meetings of the Council with a 24-hour notice.
- C. COUNCIL BUSINESS: No official business shall be conducted by the Council except during a regular or special meeting.

All business transacted in official Council meetings shall be recorded in minutes and filed for reference.

- D. MEETING NOTIFICATION: The membership shall be notified in writing of all regular and special meetings of the Council.
- E. EXECUTIVE SESSIONS:

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

2. No official business of the Council shall be conducted in executive sessions.

F. AGENDA

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. The president may present a matter of business for inclusion on the agenda when in his/her judgment the matter is urgent.

2. The agenda of a special meeting will be determined at the time of the official call of such meeting. No other business shall be transacted or official action taken other than for the purpose for which the special meeting was called.

3. All items (except a call for a change of the constitutional bylaws or a suspension of rules) shall be by a majority vote of those members of the Council present.

4. No action shall be taken by the Council on an item which does not appear on the written agenda unless by a suspension of the rules.

SECTION IV - ORDER OF AGENDA

A. The order of the agenda governing all regular meetings of the Council shall be determined by the president.

B. The order of the agenda may be changed by the president with the consent of the Council members present or at the request of majority of the Council members present.