

CONSTITUTION

PREAMBLE: We, the members of the Multicultural Student Services Directors' Council from the Washington State Community and Technical Colleges, in order to advocate for greater institutional responsiveness to the Asian/Pacific-American, African- American, Latino/a, multiracial and Native American/Alaskan Native communities, and in order that authorized institutions continue to improve state-wide policy and expand services and programs to further meet the needs of students of color, students from other historically marginalized groups and the professional needs of Council members do 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 advocate for inclusive, equitable and culturally competent policies, practices and supportive services for students of color.
- B. To facilitate the recruitment of students in keeping with the Title VI of the Civil Rights Act of 1964.
- C. To advocate for a multiculturally competent recruitment, retention and promotion process for faculty, administration, and staff of color.
- D. To advocate for the development and implementation of multicultural and cross-cultural staff development programs.
- E. To advocate for the development of other programs that will maximize academic success for students of color.
- F. Outreach to and interface with communities and key social agencies with the Multicultural Services program on each campus.

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, particularly Diversity/Minority/Multicultural Affairs Officers.

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 shall appoint a nominating committee of three (3) members at the winter meeting.
 2. The nominating committee shall present a slate of nominees to the Council members two weeks prior to the spring meeting. The election will be held at the spring meeting or no later than the end of spring quarter.
 3. The president will call for nominations from the floor prior to balloting.
 4. Voting will be by secret ballot.
 5. The nominating committee shall be charged with the responsibility of tabulating the results.
 6. 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. There will be an attempt to have the slate of elected officers otherwise known as the Executive Committee that is representative of the four major ethnic groups, male and female members of the Council, and geographical regions of the state.
 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 in the Professional Development standing committee, have council associate member communication responsibilities and be responsible for the council technological venues of communication.

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. 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 also serve as the registrar and/or handle all financial transactions of the annual Students of Color Conference.

ARTICLE V - STANDING COMMITTEES

A. EXECUTIVE

Purpose: The Executive Committee shall meet 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. The Executive Committee shall be composed of the president, vice president, secretary, and treasurer.

B. PROFESSIONAL DEVELOPMENT

Purpose: To assess the professional development needs for the council and be a resource for professional development workshops and/or conferences.

C. STUDENTS OF COLOR CONFERENCE

1. A planning committee of at least 10 members will be identified at the annual spring meeting with members serving a minimum of two years to implement the following year's conference.

2. In addition to the Treasurer, another Executive Committee member will serve on this committee.

3. The planning committee will be responsible for modifications of the Students of Color Conference manual.

D. NOMINATIONS COMMITTEE

Purpose: To coordinate nominations activities for the election of Council officers.

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 or a 2/3 majority vote of electronic voting respondents is needed to amend the Constitution or Bylaws.
- B. Proposed Amendments to the Constitution and 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 distribute a copy of each proposed Bylaw or Amendment to each institutional member.

BYLAWS

SECTION I - MEMBER INSTITUTIONS

- A. The Multicultural Student Service Directors Council shall be comprised of Multicultural Student Services Directors, or his/her designee from each authorized institution.
- 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.
- 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.