

# Northwest College College Council By-Laws

Amended 1/24/95  
Amended 9/12/95  
Revised and adopted 11/10/98  
Revised and Adopted 05/13/03  
Revised and Adopted 10/23/07

## **FUNCTION**

The principal function of the College Council is to provide a forum where matters affecting the general welfare of Northwest College can be openly discussed and debated. Through this promotion of open dialogue, the College Council is to serve as a vehicle from which the President can seek, and through which the members of the Northwest College campus community can provide the President with advice, counsel and recommendations on such matters.

To the extent that it is prudent and possible, all major policy decisions expected to have a significant campus-wide impact will be brought to the College Council for open consideration before being implemented.

The **specific duties** of the College Council shall include, but are not be limited to:

1. Promote the general welfare of the College as a learning community.
2. Provide a forum to promote communication among and within constituency groups.
3. Monitor on-going assessment activities that are utilized to achieve the College's stated mission.
4. Review Strategic and Facilities Master Plans.
5. Review the annual budget and make recommendations.
6. Review Northwest College policies, procedures, rules and interests to promote an all-college focus. Examples may include but not limited to:
  - a) Major instructional initiatives on/off campus
  - b) Major reorganization of any campus unit
  - c) Major changes in the college calendar
  - d) Enrollment management strategies
  - e) Addition/deletion of program areas and allocation/reallocation of resources associated with the change
  - f) Major physical relocation of departments
  - g) Foundation fund raising strategies

- h) Marketing strategies
- i) Employee Handbook policies
- j) State and Federal legislative issues
- k) Wyoming Community College Commission issues

## **MEMBERSHIP**

Thirteen members, as follows:

- Four representatives selected by and from the Faculty
- Two representatives selected by and from the Professional Staff
- Two representatives selected by and from the Classified Staff
- Two representatives selected by and from the Student Body
- One representative selected by and from the Administrative Staff
- College President, as *ex officio* member
- Human Resources as *ex officio* member

Alternates, as follows:

- Alternates for each college constituency shall also be selected by and from each constituent group with representation on the College Council. The purpose/duties of these alternates shall be to serve in the place of a selected representative in cases where a representative cannot be present at Council meetings.

## **TERMS**

Faculty, Professional Staff and Classified Staff representatives shall be selected for a term of three years. Student, Administrative Staff and all Alternate representatives shall be selected for a term of one year.

Terms end the day of spring graduation and new terms begin the next day.

## **SELECTION PROCESS**

The College Council Chair shall direct the recording secretary to report the status of each constituency's representatives' terms by January 15 each year. College Council selections shall be made and the names of the newly selected representatives forwarded to the College Council Chair no later than May 1.

The time, place and manner of selecting representatives to the College Council shall be determined by each constituency. Any qualifications for selection, as well as grounds for recall, shall also be determined by each constituency.

Vacancies due to death, recall, resignation or inability to perform the duties of representation may be filled by special selection, as determined by each constituency.

## **OFFICERS' AND REPRESENTATIVES' DUTIES**

The officers of the College Council shall include a Chair and a Vice Chair

The Chair and Vice Chair shall be elected annually in June by and from College Council representatives.

The Chair shall

- set the agenda in consultation with the Vice Chair
- distribute agenda to Council members five working days prior to the Council meeting
- communicate with the President, the Board of Trustees, and others as directed by the Council
- chair all meetings of the College Council
- notify constituencies of the status of representatives' terms, as described above.

The Vice Chair shall

- assist the Chair in setting the agenda
- chair Council meetings in the absence of the Chair
- assume the duties of the Chair when necessary

All Representatives shall

- actively participate in and contribute to the work of the College Council
- represent the concerns, opinions, and values of their constituent group
- communicate discussion and action taken at College Council meetings to their constituent group. Each constituency may or may not delineate reporting procedures for its representative(s).

## **MEETINGS**

Meetings shall be held at least monthly throughout the calendar year. Additional meetings may be held at the call of the Chair, or the written petition of at least six Council representatives.

The College Council shall meet at a time determined each year by the Council. Adjustments in meeting time to allow for greater participation shall be allowed. Meeting shall be open to the college community. Meetings shall be scheduled in a room large enough to enable others to attend. Speakers from the floor may be recognized at the discretion of the Chair.

For the purposes of providing formal recommendation on any issue brought to the College Council, the Council shall call for and record a vote of its members. A simple majority (6) shall constitute a quorum and a simple majority of those in attendance shall be required for a formal action of the Council (with the exception of changes in these By-Laws, which requires a majority of the membership).

The Administrative secretary of Administrative Services shall serve as Recording Secretary for the Council. The duties of the Recording Secretary shall be to:

- take minutes at Council meetings
- distribute approved minutes to College personnel via the intranet
- place approved minutes in permanent files located in the Administrative Services Office

## **AGENDA**

Items of concern to any member of a constituency may be transmitted to the College Council via any Council representative. The Chair and Vice Chair shall prepare a primary agenda from continuing and submitted concerns five working days prior to each meeting. Each submitted concern not placed on the primary agenda will be reviewed each meeting by the Council and these concerns shall be placed on the primary agenda of the following meeting upon approval of a simple majority of representatives.

## **CHANGES TO BY-LAWS**

The Council, upon recommendation from its constituencies or by its own initiation, may review its performance and make such changes in its By-Laws as necessary to ensure effective operation. In order for any proposed change to be implemented, it must be:

1. Submitted in writing and distributed to Council representatives at least one week prior to the Council meeting at which it will be voted upon
2. Included on the printed agenda for the Council meeting
3. Approved by a majority of the Council membership (a minimum of six votes for approval are required)

In addition, changes in the Function of the College Council, as presented herein, will be accomplished by mutual consent of both the Council and College President.

In addition, changes in the membership of the Council, as presented herein, require approval from at least four of the five constituent groups.