

1 **Western Alliance of Community College Academic Leaders**

2 **BYLAWS**

3 **ARTICLE I**

4 Name and Location, Description, and Purpose

5 **Section 1: Name and Location**

6 The name of the organization is the Western Alliance of Community College Academic Leaders (the
7 Alliance). Its principal place of business shall be in Boulder, CO.

8 **Section 2: Description**

9 The Western Alliance of Community College Academic Leaders is an organization operating beneath the
10 umbrella of the Western Interstate Commission for Higher Education (WICHE), a public interstate agency
11 that operates under the Western Regional Education Compact as a 501(c)3 not-for-profit organization.
12 Alliance members are technical institutions, community colleges, and associated two-year systems, and
13 state coordinating and governing boards located in the 16 WICHE states and U.S. Pacific Territories and
14 Freely Associated States: Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, New
15 Mexico, North Dakota, Oregon, South Dakota, Utah, Washington, Wyoming, and the U.S. Pacific
16 Territories and Freely Associated States (i.e., the Commonwealth of the Northern Mariana Islands,
17 Guam, the Federated States of Micronesia, and the Republic of the Marshall Islands)..

18 **Section 3: Alliance Mission**

19 The Western Alliance of Community College Academic Leaders is committed to reimagining the work
20 community colleges do through the sharing of information, ideas, and resources; working collaboratively
21 towards common goals; and providing a forum empowered to represent the whole on regional and
22 federal issues. In these ways the Alliance seeks to improve the education provided by the West’s
23 technical and community colleges and to produce a better educated and trained workforce.

24 **Section 4: Purpose**

25 Through the Alliance members are building a stronger future for the West’s citizens and its higher
26 education institutions by:

- 27 a. Exchanging ideas and information about emerging academic issues, trends, and problems
28 affecting higher education.
- 29 b. Sharing resources and expertise on current academic research, policy development, and
30 leadership direction.
- 31 c. Collaborating on regional initiatives and grant-funded activities to expand access to higher
32 education, improve its quality, and address workforce needs.

- 33 d. Working toward consensus on issues that are important to members and the region and taking
34 appropriate action, authorized by the membership, in support of such issues.
35

36 **ARTICLE II**

37 Membership

38 **Section 1: Membership in the Alliance is at the organizational level.**

- 39 a. **Eligibility.** Members are public and private technical and community colleges institutionally
40 accredited¹ at the associate’s level, along with associated higher education systems and state
41 coordinating and governing boards located in the WICHE states. Membership is granted to
42 eligible candidates after receipt of a completed application and payment of annual dues.
- 43 b. **Official Representative.** Each member shall appoint its chief academic officer or another
44 individual with a similar title to serve as its official representative. This individual will cast the
45 member’s sole vote in the organization’s elections and business matters that are brought for a
46 vote of the membership. The official representative shall be the channel for all official
47 communications between the member and the Western Alliance of Community College
48 Academic Leaders. By written notification to the Alliance director, an official representative may
49 designate another individual within that member organization to serve as a proxy and to vote on
50 behalf of that member.
- 51 c. **Resignation and Termination.** Any member may resign by written notice to the Alliance
52 director. Resignation shall not relieve a member of unpaid dues or other charges previously
53 accrued. A member may be terminated for failing to pay dues.
- 54 d. **Dues and Fees.** Members shall be assessed such annual dues as fixed by WICHE with input from
55 the Executive Committee. The Annual dues amount will be reviewed and revised on a biannual
56 basis. A financial report shall be presented at the annual membership meeting.

59 **ARTICLE III**

60 Relationship to WICHE, Governance, and Staff

61 **Section 1: Relationship to WICHE**

¹ List of approved accrediting agencies for member institutions: Middle States Commission on Higher Education (MSCHE), Higher Learning Commission (HLC), New England Association of Schools and Colleges (NEASC-CIHE) Commission on Institutions of Higher Education, Northwest Commission on Colleges and Universities (NWCCU), Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), Accrediting Commission for Community and Junior Colleges (ACCJC), and Western Association of Schools and Colleges (WASC) Senior College and University Commission (WSCUC).

62 The Western Alliance of Community College Academic Leaders is an organization operating beneath the
63 umbrella of the Western Interstate Commission for Higher Education. As such, it is subject ultimately to
64 the authority of the WICHE Commission which serves as the fiscal agent.

65 **Section 2: Governance by the Executive Committee**

66 The Western Alliance of Community College Academic Leaders is governed by its Executive Committee
67 which has oversight responsibility for the overall policy and direction of the organization. It delegates
68 responsibility for day-to-day operations to the staff and committees. The members receive no
69 compensation.

70 a. **Member Representatives.** The Executive Committee is composed of 16 individuals, one
71 selected from each WICHE state and one from the U.S. Pacific Territories and Freely Associated
72 States, who are all official representatives of their respective member institutions and
73 organizations.

74 i. **Terms.** All members shall serve a minimum of a two-year term. The official
75 representatives from the respective state shall select the individual to represent the
76 state's members on the Executive Committee via a means of their choice. ******(See
77 guidelines about qualifications for serving on the Executive Committee)

78 ii. **Vacancies.** When a vacancy arises on the Executive Committee midterm, the departing
79 representative on the Executive Committee may name a replacement to be confirmed
80 by the director and consented to by the other official representatives of the state. .

81 iii. **Resignation, Termination, and Absences.** Resignation from the Executive Committee
82 must be in writing and received by the Alliance director. A member of the Executive
83 Committee may be terminated by the committee due to excess absences—more than
84 two unexcused absences in a year. A committee member may be removed for other
85 reasons by a three-fourths vote of the remaining committee members.

86 iv. **Onboarding of New Members.** Staff will provide an onboarding process to ensure that
87 the new representatives are effective members of the Executive Committee.

88 b. **Officers and Duties.** There shall be two required officers of the Executive Committee—a chair
89 and a vice chair. The chair and vice chair may serve up to three consecutive terms. The Executive
90 Committee may choose to elect an Annual Meeting Host and/or an Annual Meeting Program
91 Chair – serving a one-year term. Their duties are as follows:

92 i. **The Chair.** The chair shall convene and preside over all meetings of the Executive
93 Committee, the annual membership meeting, and the annual business meeting.

94 ii. **The Vice Chair.** The vice chair shall preside over meetings in the absence of or at the
95 request of the chair. Upon confirmation by the Executive Committee and at the end of
96 the chair's term, the vice chair will assume the role of chair.

97 iii. **Annual Meeting Host.** The Annual Meeting Host will serve as the primary representative
98 of the institution hosting the Annual Meeting and will work with the Executive
99 Committee, Alliance Director, and other WICHE Staff on all matters related to
100 arrangements and logistics for the Annual Meeting.

- 101 iv. **Annual Meeting Program Chair.** The Annual Meeting Program Chair will work with the
102 Executive Committee, Annual Meeting Host, Alliance Director, and other WICHE Staff to
103 design and develop the program for the Annual Meeting. The Annual Meeting Program
104 Chair typically serves as the Annual Meeting Host for the succeeding year’s annual
105 meeting.
- 106 v. **Past Chair.** The Chair from the previous year shall serve as confidant and advisor to
107 the Chair.
- 108 **c. Meetings of the Executive Committee.**
- 109 i. **Regular Meetings and Notice.** The Executive Committee shall meet semi-annually—
110 once in conjunction with the annual meeting and another time at an agreed-upon
111 location. Convening an official Executive Committee meeting requires that each
112 member receive a written notification at least two weeks in advance.
- 113 ii. **Special Meetings and Notice.** Special meetings of the Executive Committee shall be
114 called upon the request of WICHE, the chair or one-third of the members of the
115 Executive Committee. Notices of special meetings shall be sent out by the Alliance
116 director to each committee member at least two weeks in advance.
- 117 iii. **Quorum.** A quorum of at least 40 percent of committee members must be present
118 (physically or virtually) for business transactions to take place and motions to pass.
- 119 iv. **Voting.** All issues to be voted on shall be decided by a simple majority of those present
120 at the meetings in which the vote takes place. An electronic vote may take place after
121 the meeting.
- 122 v. **Nomination and Election of Officers.** At the meeting of the Executive Committee in
123 conjunction with the annual membership meeting, the chair will confirm that the
124 current vice chair agrees to assume the role of chair on the conclusion of the annual
125 meeting. If the vice chair agrees, the chair will confirm his or her candidacy with a
126 simple majority vote of the committee and then open the floor to nominations for a
127 new vice chair. If not, the chair will open the floor to nominations for both a new chair
128 and a vice chair. By a simple majority vote, the new officers will be elected.
- 129 **d. Budget and Reserves.**
- 130 i. The Executive Committee will review the annual budget prepared by Alliance staff and
131 recommend its approval by the WICHE Commission. The organization will maintain a
132 minimum reserve of 80% of the average budget for the prior five years as a contingency
133 fund.
- 134 ii. Additional reserves may be allocated by the Executive Committee to Alliance activities
135 as it sees fit.
- 136 iii. The Alliance’s director may authorize expenditures exceeding the annual budget by
137 \$10,000 without prior permission of the Executive Committee provided there are ample
138 reserves to cover this overage.

139
140 **Section 3: Director and Staff**

141 The Director of Academic Leadership Initiatives shall be responsible for administering the work and
142 budget of the Western Alliance of Community College Academic Leaders with input from the Executive
143 Committee and within the procedures of WICHE. The director will be responsible for the records and
144 accounts of the Alliance and oversee the work of the other staff members. The director will be
145 appointed pursuant to WICHE personnel procedures. WICHE will retain Alliance revenues in a
146 designated account, and the director and Associate Director will review the revenue and expense
147 reports monthly.

148 **ARTICLE IV**

149 **Member Meetings**

150 **Section 1: Member Meetings**

- 151 a. **Annual Meeting.** An annual meeting of the members shall take place on a specific date, and at a
152 time, and location designated by the chair. At the annual meeting, the members shall witness
153 the installation of the new Executive Committee officers, receive reports on the activities and
154 budget of the organization, and raise topics regarding the organization’s direction during the
155 coming year for consideration by the Executive Committee.
- 156 b. **Special Meetings.** Special meetings of the membership may be called by the chair or a simple
157 majority of the Executive Committee. A petition signed by 25 percent of the official
158 representatives may also call a special meeting of the membership on a specified topic.
- 159 c. **Notice of Special Meetings.** A notice will be sent by the Alliance director to each official
160 representative not less than two weeks prior to the meeting.
- 161 d. **Quorum.** Those present at any properly announced meeting of the membership shall constitute
162 a quorum.
- 163 e. **Rules of Procedure.** In the event a question of order or procedure shall arise which is not
164 covered in these bylaws, Robert’s Rules of Order shall prevail.
- 165 f. **Voting.** All issues to be voted on shall be decided by a simple majority of those present
166 (physically and virtually) at the meetings in which the vote takes place.
167

168 **ARTICLE V**

169 **Committees and Task Forces**

170 In addition to the Executive Committee, other committees and task forces that meet physically or
171 virtually may carry out activities of the Western Alliance of Community College Academic Leaders.

172 **Section 1: Formation of Committees and Task Forces**

173 The Executive Committee may establish and dissolve committees and task forces as needed. The chair of
174 the Executive Committee appoints all committee and task force chairs.

175 **Section 2. Membership on Committees and Task Forces**

176 The members of these committees and task forces may be limited to official representatives or others,
177 as approved by the Executive Committee, including appointees with relevant expertise from the official
178 representatives' staffs.

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ARTICLE VI

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Alliance Actions and Communications

182 **Section 1. Official Spokespersons**

183 The chair and the director are the official spokespersons for the Alliance and the only individuals
184 authorized to represent the position of the Alliance in statements concerning local, state, and national
185 policy and other such matters related to the Alliance's mission. Prior to making statements on matters
186 for which the Alliance has not taken an official position, the chair will make reasonable efforts to consult
187 with the members of the Executive Committee. The chair and the director will share any statements
188 made on behalf of the Alliance with the Executive Committee in a timely manner.

189

190 **Section 2. Ownership of Logo and Membership and Participant Lists**

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192 The Western Alliance of Community College Academic Leaders' logo, membership list, and meeting
193 participant lists are the property of its collective membership. All usage of these items is subject to the
194 conditions set forth in the Executive Committee's Communications Policy at the time of use.

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ARTICLE VII

197

Amendments and Dissolution

198 **Section 1: Amendments.**

199 These bylaws may be amended when necessary by a two-thirds majority of the Executive Committee.
200 Proposed amendments must be submitted to the Alliance director to be sent out with regular Executive
201 Committee announcements.

202 **Section 2: Dissolution.**

203 After discontinuance of business and payment of debts, any surplus funds shall be transferred as a gift
204 to the WICHE general fund.

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CERTIFICATION

208 These bylaws were approved at a meeting of the Executive Committee by a two-thirds majority vote on
209 July 12, 2011.


210  7/12/11

211 Peter Quigley, Chair Date

212

213 AMENDED

214 These bylaws were amended at a meeting of the Executive Committee on November 13, 2015.

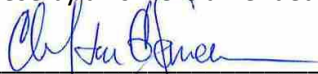
215  11-13-2015

216 John Cech, Chair Date

217

218 AMENDED


219 These bylaws were amended at a meeting of the Executive Committee on July 9, 2018.

220  7-9-18

221 Clifton Sanders, Chair Date

222 AMENDED


223 These bylaws were amended at a meeting of the Executive Committee on February 24, 2021.

224  2-24-21

226 Kaylyn Bondy, Chair Date

227 AMENDED

228 These bylaws were amended at a meeting of the Executive Committee on May 19, 2022.

229  5-19-22

231 Landon Pirius, Chair Date