

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. territories: Alaska,  
14 Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, North Dakota, Oregon,  
15 South Dakota, Utah, Washington, Wyoming, and the U.S. Pacific Territories and Freely Associated States.

16 **Section 3: Alliance Mission**

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

22 **Section 4: Purpose**

23 Through the Alliance members are building a stronger future for the West's citizens and its higher  
24 education institutions by:

- 25 a. Exchanging ideas and information about emerging academic issues, trends, and problems  
26 affecting higher education.
  - 27 b. Sharing resources and expertise on current academic research, policy development, and  
28 leadership direction.
  - 29 c. Collaborating on regional initiatives and grant-funded activities to expand access to higher  
30 education, improve its quality, and address workforce needs.
  - 31 d. Working toward consensus on issues that are important to members and the region and taking  
32 appropriate action, authorized by the membership, in support of such issues.
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## ARTICLE II

### Membership

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

- a. **Eligibility.** Members are public and private technical and community colleges institutionally accredited<sup>1</sup> at the associate’s level, along with associated higher education systems and state coordinating and governing boards located in the WICHE states. Membership is granted to eligible candidates after receipt of a completed application and payment of annual dues.
- b. **Official Representative.** Each member shall appoint its chief academic officer or another individual with a similar title to serve as its official representative. This individual will cast the member’s sole vote in the organization’s elections and business matters that are brought for a vote of the membership. The official representative shall be the channel for all official communications between the member and the Western Alliance of Community College Academic Leaders. By written notification to the Alliance director, an official representative may designate another individual within that member organization to serve as a proxy and to vote on behalf of that member.
- c. **Resignation and Termination.** Any member may resign by written notice to the Alliance director. Resignation shall not relieve a member of unpaid dues or other charges previously accrued. A member may be terminated for failing to pay dues.
- d. **Dues and Fees.** Members shall be assessed such annual dues as fixed by the Executive Committee. A financial report shall be presented at the annual meeting.

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## ARTICLE III

### Relationship to WICHE, Governance, and Staff

#### Section 1: Relationship to WICHE

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

#### Section 2: Governance by the Executive Committee

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<sup>1</sup> 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).

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

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

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

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

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

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

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

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

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

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

98 iv. **Annual Meeting Program Chair.** The Annual Meeting Program Chair will work with the  
99 Executive Committee, Annual Meeting Host, Alliance Director, and other WICHE Staff to  
100 design and develop the program for the Annual Meeting. The Annual Meeting Program  
101 Chair typically serves as the Annual Meeting Host for the succeeding year’s annual  
102 meeting.

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

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136 **Section 3: Director and Staff**

137 The Alliance director shall be responsible for administering the work and budget of the Western Alliance  
138 of Community College Academic Leaders, pursuant to the decisions of the Executive Committee and  
139 within the procedures of WICHE. The director will be responsible for the records and accounts of the  
140 Alliance and oversee the work of the other staff members. The Alliance director will be appointed  
141 pursuant to WICHE personnel procedures. WICHE will retain Alliance revenues in a designated account,  
142 and the Alliance director will review the revenue and expense reports monthly.

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## ARTICLE IV

### Member Meetings

#### Section 1: Member Meetings

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

## ARTICLE V

### Committees and Task Forces

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

#### Section 1: Formation of Committees and Task Forces

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

#### Section 2. Membership on Committees and Task Forces

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

## ARTICLE VI




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AMENDED

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

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 \_\_\_\_\_ 11-13-2015 \_\_\_\_\_

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John Cech, Chair

Date

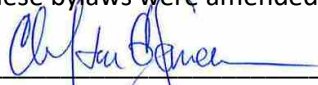
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AMENDED

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

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 \_\_\_\_\_ 7-9-18 \_\_\_\_\_

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Clifton Sanders, Chair


Date

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AMENDED

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

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 \_\_\_\_\_ 2-24-21 \_\_\_\_\_

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Kaylyn Bondy, Chair

Date

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# WESTERN ALLIANCE OF COMMUNITY COLLEGE ACADEMIC LEADERS

## **Qualifications for Serving on the Executive Committee**

*Guidelines for State's Members Selecting their Representative*

*Referenced in the bylaws: Article II, Section 2a*

The Alliance members' official representatives in each state determine who among them will serve as their representative on the Executive Committee. The method used for this process is at the discretion of the members in each state. These guidelines are intended to articulate the level of commitment and the characteristics of individuals who would be meaningful contributors to the Alliance Executive Committee.

### **Commitment**

Executive Committee members are expected to attend two face-to-face meetings; one in the summer for planning and the second in conjunction with the annual meeting. Additionally, there may be subcommittee meetings in the interim that meet face-to-face or via conference call.

### **Characteristics**

The members of the Executive Committee provide the leadership and direction to ensure that the organization achieves its mission. Thus, in selecting its representative on the Executive Committee, members in the state are encouraged to select individuals available for a minimum of a two-year term that possess or are willing to cultivate the following characteristics:

- 1.) Desire and capacity to serve with the passion, dedication and commitment to the Alliance's mission and goals;
- 2.) Capacity to lead and inspire the Executive Committee to maintain the Alliance's position as an innovative organization focused on game changing opportunities to improve higher education for students and the nation;
- 3.) Requisite knowledge and expertise as an executive leader to identify and issue calls to action on opportunities and challenges in higher education and to influence policy in the state, regionally and nationally.
- 4.) Solicit input from Alliance members and other relevant stakeholders on Alliance areas of interest and represent these diverse views in Executive Committee discussions and decisions;
- 5.) Aware of and active in higher education's change and student success agendas at the state, regional, and national levels. (This includes such topics as transfer, cost of and



time to degree, developmental education, job placement, and other top concerns.); and  
as a plus

- 6.) Willing to contact, network and engage in conversation with prospective speakers and sponsors.

A great strength of the Alliance is the diversity of its members and their official representatives. The members of the Executive Committee include presidents, campus CAOs, and chief academic leaders at system and state agencies. This cross-mix of positions, as well as the variety in their areas of expertise they bring, ensures that the members of the Executive Committee are well informed and consider multiple perspectives in the actions they take. Thus, a state's members are encouraged to seek the advice of the professional staff and Executive Committee prior to selecting their representative to determine if a particular need exists on the committee at that time.

# Western Alliance of Community College Academic Leaders

## COMMUNICATIONS POLICY

July 2018

To comply with the Western Alliance of Community College Academic Leaders' bylaws (*Article VI, Section 2: Ownership of Logo and Membership and Participant Lists*), this Communications Policy was set by the Executive Committee on July 9, 2018.

All uses of the Western Alliance of Community College Academic Leaders' logo, member contact list, and meeting participant lists must be approved by the Executive Committee. The Committee delegates this authority to its Director for the Alliance's official activities. For all other requests for the use of these items by members and non-members, written approval from the Chair is required.

More specifics follow:

### 1. LOGO

The Western Alliance of Community College Academic Leaders was adopted by the charter members of the Executive Committee during the 2010-2011 membership year. They selected the logo, consisting of two interlocking triangles, to represent a new organization composed of strong academic leaders working together to bring about significant change in the higher education landscape. The logo references the name of the organization: "A" for "Alliance" and "Academic". The triangle, a symbol of strength, is also the "delta" or fourth letter in the Greek alphabet and stands for difference or change.

The color "blue" is associated with depth and stability and symbolizes trust, loyalty, intelligence, wisdom and truth, while the color "red" is associated with energy, strength, power, determination and passion. The color "gray" is associated with formality and timelessness.

The Western Alliance of Community College Academic Leaders' logo may appear in the format presented below. When appearing in color, the three-dimensional sides of the triangular images are in light blue (RGB 57/85/133), darker blue (RGB 0/25/75), and light red (RGB 222/152/125), and dark red (RGB 132/15/2) with the name of the organization in title case using the Myriad Pro Regular font in gray (RGB 110/111/114).

Horizontal Version (preferred)



Vertical Version



## **2. ALLIANCE LISTSERVS**

All official representatives of Alliance member institutions and organizations are exclusively enrolled in the Alliance's listserv—our official communications channel--and they and Alliance staff may post messages relevant to the membership at any time using the address: [Alliance-ALL@listser.wiche.edu](mailto:Alliance-ALL@listser.wiche.edu) . Executive Committee members are also exclusively enrolled in a listserv for communicating and conducting committee business and they and staff may post messages relevant to the Committee at any time using the address: [Alliance-EC@listserv.wiche.edu](mailto:Alliance-EC@listserv.wiche.edu)

## **3. ALLIANCE MEMBERSHIP CONTACT LIST**

Member contact information is to be used expressly for the business and activities of the Western Alliance of Community College Academic Leaders. A copy of the membership contact list can be provided to official representatives of member institutions upon request for these purposes. Occasionally, non-members may request use of the list for a specific purpose relevant to the membership. In such instances, a copy of the content of the message, description of the distribution method, and proposed timing must be included in the letter of request addressed to the Chair of the Executive Committee. Written approval by the Executive Committee is required in advance of the staff providing the list. The contact information may be used only for the message and timing submitted for approval; the information cannot be stored by the requesting party in a database for any additional or future use.

## **4. ALLIANCE ANNUAL MEETING PARTICIPANT LIST FOR SPONSORS- *Policy adopted July 9, 2015***

The Alliance annual meeting sponsorship program gives sponsors an opportunity to increase their visibility in this select community of chief academic officers for the WICHE region. It is an opportunity for sponsors to learn more about the issues academic leaders are facing and to network with them in a smaller and more intimate setting.

Sponsorship levels and the associated benefits will be approved by the Alliance executive committee each year at the planning meeting for the annual conference.

The meeting participant list with contact information will be distributed to the sponsors one week in advance of the meeting. Sponsors may request a list without contact information prior to that for planning purposes. Sponsors and all others may not sell or distribute the participant list of any Alliance meetings to any other organization. In addition, sponsors may not schedule any outside activities involving Alliance participants that may conflict with the annual meeting agenda.

## **5. SOCIAL MEDIA**

The Alliance encourages its members to use the hashtag #TBD with Twitter, etc. If the Alliance chooses to use social media (Twitter, Facebook, LinkedIn, etc) a consistent username of @TBD should be used. If social media accounts are created, they should be monitored by Alliance staff, or members of the Alliance Executive Committee, or an Alliance member assigned by the Executive Committee.