

Bylaws of the WNC Auxiliary Services Advisory Committee

I. Committee Name

WNC Auxiliary Services Advisory Committee (Auxiliary Services Committee)

II. Mission

To create a culture of hospitality and service excellence for faculty, staff, students, and visitors in support of the college's mission through open communication.

III. Goals

- Develop, evaluate, and maintain institutional policies related to Auxiliary Services, and ensure institutional compliance.
- Provide open communication between vendors and the college to foster positive and mutually beneficial relationships.
- Resolve conflicts between vendors and the college community.
- Evaluate plans for changes to existing services or plans for new services considering resources, capacity, student and faculty needs
- Make recommendations to the executive team regarding auxiliary services including contract renewal, quality of service, and customer satisfaction.
- Lead the Auxiliary Services program review by selecting a team and overseeing the program review process

IV. Membership

Minimum of eleven members representing a cross-section of the WNC community. Membership shall include:

- WNC student (V)*
- Academic faculty (V)
- Administrative faculty (V)
- Classified staff (V)
- A representative from the bookstore (standing) (NV)**
- A representative from the cafe (standing) (NV)
- A representative for vending (standing) (NV)
- A representative for Child Development Center (standing) (V)
- Assistant to Chief Financial Officer- Recorder (standing) (V)
- Chief Financial Officer (Oversight) (V-TB)***
- Budget Director (Standing) (V)

Members will serve staggered two-year terms.

*(V) Voting Member, **(NV) Non-Voting Member, ***(V-TB) Voting Member-Tie Breaker

V. Officers

A. The Chair

The chair's duties shall be to:

- Preside at meetings of the committee or, in case of absence, appoint another member of the committee to preside at meetings.
- Prepare and distribute the agenda prior to each meeting.

B. The Recorder

The recorder's duties shall be to:

- To take roll and record minutes at all meetings
- To maintain, on the committee's website:
 - All meeting agendas
 - All meeting minutes
 - All committee reports
 - Any other documents or files created for or used by the committee

VI. Meetings

The committee shall meet at least once each quarter in September, December, March, and May. Additional meetings may be scheduled at the chair's discretion. Meeting dates, times, and places shall be determined by College Council according to its scheduling policy. Written notice of each meeting shall be sent to members at least two weeks prior to each meeting. The agenda for each meeting shall be sent to members at least two days prior to each meeting.

VII. College Council Oversight

Committee goals and objectives for each year shall be discussed at the September meeting, and the committee will submit its first annual report to College Council by October 1.

Progress on committee goals and objectives shall be discussed at the April meeting, and the committee will submit its second annual report to College Council by May 1.

VIII. QUORUM AND VOTING

A. Quorum

A quorum consists of fifty percent (50%) of the voting committee membership.

B. Voting

Voting may take place when a quorum of the membership is present or by e-mail.

Except as otherwise stated in these bylaws, a vote passes when it receives a majority of the votes cast.

C. Email voting

The chair sends an email to the voting members stating exactly what is to be voted on. The subject line should contain the term "vote" or "ballot," and the body should clearly designate the choices available. Replies to the email calling the vote should contain the member's vote only. The member's vote reply should clearly state 'Aye' or 'Nay,' or if required, a full sentence beginning "I vote for" or "I vote against" followed by one of the options contained in the email that called the vote.

Unless stated otherwise in the e-mail calling the vote, voting shall be concluded one week after the E-mail vote is sent.

An e-mail vote passes if (1) votes are received from a quorum, and (2) it receives a majority of the votes cast.

IX. Bylaws Changes

These bylaws comply with WNC College Bylaws, NSHE Code and all State and Federal Rules and Regulations.

Any member of the Committee may propose a change to the bylaws. College Council may propose changes to the bylaws.

A two-thirds (2/3) majority vote of the committee is needed to amend these bylaws.

No amendment of the bylaws may be both introduced and passed at the same meeting. Once amended, the bylaws must be reviewed and approved by College Council.