

Western Nevada College

Culture of the Campus Committee Bylaws

Date Adopted: **Date Last Updated:** 09/02/2025

ARTICLE 1: NAME, REPORTING CHAIN, AND OPERATIONAL CONTACT

The Culture of the Campus Committee is a standing college committee that reports directly to the College Council. The President of the college serves as oversight for this committee.

ARTICLE 2: MISSION AND GOALS

The mission of the Culture of the Campus Committee is to support a welcoming, collaborative, innovative environment for all members of the college community in alignment with the college's strategic plan.

This mission will be accomplished by identifying one or more annual goals as a committee to support the mission of the college. The Committee will establish the goal(s) and present them to College Council by November of each year.

A guiding principle of the Culture of the Campus Committee will be to uphold the idea that no policy should be decided without the full and direct participation of members of the group(s) affected by that policy.

ARTICLE 3: COMMITTEE MEMBERSHIP, SELECTION, AND RECALL

- A. The membership of the Culture of the Campus Committee is composed of 10 to 12 voting members who reflect a relevant cross-section of the WNC community and consists of:
 - a. Three to four Academic Faculty members (preferably one from each division; at least three full time; an adjunct faculty member)
 - b. Three Administrative Faculty members
 - c. Two Classified Staff members
 - d. One ASWN Representative (serves one year term)
 - e. Two additional members (to be appointed by the President in consultation with the chair)
- B. Operational Oversight (Non-voting)

- a. President of the college
- C. Membership may be reduced temporarily due to external constraints, e.g., funding reductions for personnel, etc.
- D. The WNC President formally appoints members to committees. The Executive Assistant to the President will send out a call for nominations or volunteers for committees early in the Spring semester of each year to fill positions becoming vacant. The Assistant will compile the responses for the President's consideration.
- E. If requested by the President, current committee members may be asked to assist in identifying and recruiting new members. In the event that certain categories of membership cannot be filled via the normal recruitment process, committee member categories may be adjusted as needed in consultation with the current committee members.
- F. Committee members are appointed to committees each spring and begin serving in late spring or the following fall depending on the remaining committee meeting schedule.
- G. Members serve staggered two-year terms. Committee members may serve more than one term. Student representatives on committees serve one-year terms and may serve more than one term.
- H. Committee members are expected to contribute to the activities and goal attainment of the committee.
- I. Attendance at committee meetings is required. Any committee member who misses three unexcused meetings in an academic year is subject to recall by the committee.
- J. If a committee member is unable to serve out the full term, the WNC President will appoint a replacement member within thirty working days of the individual's resignation. If requested by the President, the committee will assist in identifying and recruiting a replacement.

ARTICLE 4: OFFICERS

The committee elects its officers by majority vote at the May meeting of the preceding academic year. Officers serve a one-year term and may serve more than one term by majority vote of the Committee Members.

Committee positions will include a **Chair, Vice Chair, Recorder, Web Liaison, and Treasurer**. Other positions may be created by a majority vote of the committee and elected in accordance with the bylaws.

Committee positions are defined, as follows:

- A. Chair – Elected from the committee by a majority vote..
The Chair shall:

- a. Serve as the chief administrator and spokesperson for the Culture of the Campus Committee.
- b. Preside over all committee meetings.
- c. Solicit agenda items from committee members and, in collaboration with the Recorder, prepare an agenda for each meeting.
- d. In collaboration with the Vice Chair, uphold accountability for the responsibilities mandated by the bylaws relating to the administration of the work of the committee.
- e. Annually by November, present the annual goal(s) and progress toward completion of previously identified goals to the College Council.
- f. Perform other duties, as needs arise, to support the work of the committee.
- g. Refrain from voting except in the case of a tie vote.

B. Vice Chair - Elected from the committee by a majority vote.

The vice chair shall:

- a. Serve as Chair in the event of the Chair's absence.
- b. Represent the committee as spokesperson when the Chair is not available.
- c. Assist with the planning and facilitation of all meetings.
- d. Perform other duties, as needs arise, to support the work of the committee.

C. Recorder - Elected from the committee by a majority vote..

The Recorder shall:

- a. Maintain agendas and minutes of all Culture of the Campus Committee meetings.
- b. Maintain official roll and attendance records of members, as well as proxies, at all meetings.
- c. Provide to the Web Liaison in a timely manner all meeting-related materials that need to be posted to the web page.
- d. Maintain and share, as appropriate, the Culture of the Campus shared electronic file drive.
- e. Perform other duties, as needs arise, to support the work of the committee.

D. Web Liaison - Elected from the committee by a majority vote..

The Web Liaison shall:

- a. In coordination with the Recorder, post agendas and minutes of all Culture of the Campus Committee meetings to the Culture of the Campus Committee web page in a timely manner.

- b. Prepare and post Culture of the Campus Committee-related communications, as needed.
 - c. Regularly review and update, if necessary, the Culture of the Campus Committee webpage to ensure accuracy of information posted including current events, membership, and bylaws.
 - d. Perform other duties, as needs arise, to support the work of the committee
- E. Treasurer- Elected from the committee by a majority vote.
The treasurer shall:
 - a. Manage the budget of funds assigned to the committee and maintain all required records and files.
 - b. Maintain a productive relationship with the Budget office.
 - c. Maintain records of correspondence with the Budget office.
 - d. Preside over committee meetings in the event the Chair and Vice-Chair are absent.
 - e. In collaboration with the Recorder, organize and store all financial records within the shared drive.

ARTICLE 5: MEETINGS

- A. The Culture of the Campus Committee will meet regularly throughout the academic year:
 - a. Regular meetings are held once a month throughout the academic year in accordance with the meeting schedule established by the Chair at the beginning of the academic year.
 - b. The meeting schedule must consider the schedule of teaching faculty who cannot be available during times they are teaching class.
 - c. Additional meetings may be called by the Chair as determined necessary by the committee.
- B. Agendas for upcoming meetings are to be emailed to all committee members by the Recorder and posted by the Web Liaison to the committee website prior to each upcoming meeting. Agendas should also be emailed to any clubs, groups, departments or divisions which are specifically impacted by the matters at hand for each agenda to uphold the guiding principle established in Article 2 above.
- C. The Chair shall establish a code of conduct that is consistent with these bylaws, Western Nevada College Bylaws, and the Nevada System of Higher Education Code (NSHE) and shall be governed by them. Robert's Rules of Order Newly Revised, 11th edition shall be the authority for all matters not covered by the bylaws and/or approved operating procedures.

ARTICLE 6: QUORUM AND VOTING

- A. A quorum consists of fifty percent (50%) of the voting committee membership.
- B. Voting may take place when a quorum of the membership is present or by quorum via email.
 - a. When voting on an item in a meeting, a voting member must move to approve the item, followed by a second from another voting member. A vote is taken by a show of hands and/or spoken vote.
 - b. When voting on an item via email, a voting member must create their motion via email to the committee, which must then receive a second from another voting member before the email vote proceeds. Voting members will respond back indicating their vote via email.
- C. A motion passes when it receives a majority of the votes cast.
- D. In the case of an email vote held between meetings or when a meeting must be canceled or rescheduled, that vote, and its results must be recorded as an action item on the minutes for the next upcoming committee meeting.

ARTICLE 7: AMENDMENT OF BYLAWS

- A. These bylaws comply with WNC College bylaws, NSHE Code and all State and Federal Rules and Regulations.
- B. Any member of the Culture of the Campus Committee may propose a change to the bylaws.
- C. These bylaws must be amended by a two-thirds (2/3) majority vote.
- D. Major changes to bylaws must be reviewed and approved by College Council.
- E. College Council may recommend changes to these bylaws.