

COMMUNITY COLLEGE DISTRICT NO. 3
OLYMPIC COLLEGE

RESOLUTION NO. 11

WHEREAS: It is necessary and desirable that regulations be established for the effective governance of Community College District No. 3 and Olympic College, and

WHEREAS: It is the responsibility of the Board of Trustees under authority vested in it by Chapter 8, Laws, Extraordinary Session, 1967, of the Washington State Legislature to
..... enforce the rules and regulations prescribed by the State Board for community college education for the government of Community Colleges, students and teachers, and promulgate such rules and regulations and perform all other acts not inconsistent with laws or rules and regulations of the State Board of Community College of Education as the Board of Trustees may in its discretion deem necessary or appropriate to the administration of Community College Districts

BE IT THEREFORE RESOLVED: That the Board of Trustees of Community College District No. 3 does hereby adopt this resolution and the following as policies and by laws for the governance of the District and Olympic College:

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 MANUAL
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 OF
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 POLICIES AND PROCEDURES
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 FOR THE GOVERNANCE OF
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**
 OLYMPIC COLLEGE
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SUBMITTED TO
THE BOARD OF TRUSTEES
FOR
WASHINGTON COMMUNITY COLLEGE DISTRICT NO. 3
Date: 3-26-68

MEMBERS OF BOARD OF TRUSTEES

Mrs. Margaret Attridge	Chairman
Mr. Jack O'Neill	Vice-Chairman
Mr. Louis Soriano	
Mr. Jay Hamilton	
Mr. Gordon Farrar	

With the authority vested in us by
the Governor and the Legislature of the
State of Washington
we do establish these By-Laws to assist
in the discharge of our duties as the Board of Trustees of
Olympic College

BY-LAWS
BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT NO. 3

By-Law I.

NAME, COMPOSITION, AND POWERS OF THE BOARD OF TRUSTEES

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Sec. 1. Name. The name of the governing Board of Washington Community College District Number Three and Olympic College is: The Board of Trustees of Community College District Number III, hereafter to be referred to as "The Board of Trustees." Chapter 8, Section 4, (3) and 10: Laws, Extraordinary Session, 1967.

Sec. 2. Composition and Powers

The composition and powers of the Board of Trustees are those set forth in Chapter 8, Laws, Extraordinary Session, 1967.

THE BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NUMBER III.

Sec. 1. Exercise of Powers. The Board of Trustees shall act only at meetings called and held as provided herein and except as otherwise specifically provided herein. All matters coming before the Board for determination shall be determined by the vote of the majority of the members present

Sec. 2. Standing Orders. The Board of Trustees from time to time may adopt Standing Orders, not inconsistent with these By-Laws, for the government of the Community College District No. III and Olympic College and the conduct of the business of the Board of Trustees, and may amend or repeal the same, in whole or in part, as it may be advised after notice given as hereinafter provided, provided that no Standing Order shall be adopted, amended, or repealed except by affirmative vote of three members of the Board of Trustees.

SPECIAL PROVISION RELATING TO THE BOARD OF TRUSTEES

1. Contracts. Except when specifically authorized by the Board of Trustees, no Trustee may make or enter into any contract on behalf of the College District or Olympic College.

2. Miscellaneous. No Trustee shall receive salary or other compensation for his services as a Trustee. A Trustee may be reimbursed for expenses incurred by reason of his attendance upon any meeting of the Board of Trustees or a committee thereof or in the performance of other official business of the Trustees in accordance with existing statute.

OFFICERS OF THE BOARD

Sec. 1. Designation and Qualifications. The officers of the Board of Trustees shall be Chairman, Vice-Chairman, Secretary and Treasurer. The Chairman and Vice-Chairman shall be members of the Board of Trustees. The President of Community College District No. III shall serve as the Secretary and the Treasurer of the Board of Trustees.

Sec. 2. Election. The Board of Trustees shall elect the Chairman and Vice-Chairman. The Chairman and Vice-Chairman shall be elected at the first regular April meeting of the Board, and shall hold office for one year, and until their successors are elected. In the event of an interim vacancy in the office for the unexpired term. Newly elected officers shall take office as the last order of business at this April meeting.

POWERS AND DUTIES OF OFFICERS

Sec. 1. Chairman and Vice-Chairman. The Chairman of the Board of Trustees shall preside at meetings of the Board of Trustees. In event of his absence or inability to act, the Vice-Chairman shall preside

The Chairman of the Board and the Vice-Chairman are severally authorized, on behalf of the Board of Trustees, to execute, and except where express authority has been elsewhere conferred by law, or by rule, order or resolution of the Board of Trustees, shall execute, on behalf of the Board of Trustees, all contracts, deeds, leases, notes, mortgages, deeds of trust, bonds, indentures, warrants, undertakings, powers of attorney, releases and satisfactions of mortgages and indebtednesses, reconveyances under deeds of trust, and all other releases, when the same have been authorized to be executed by the Board of Trustees.

In case of the absence of the Chairman and Vice-Chairman from any meeting of the Board of Trustees, or in case of the inability of both of the two to act, the Board of Trustees shall elect for the meeting a Chairman PRO TEMPORE, and may authorize such Chairman PRO TEMPORE to perform the duties and acts authorized or required by said Chairman or Vice-Chairman to be performed, as long as the inability of these said officers to act may continue.

Sec. 2. The President of Community College District No. III shall be the Secretary to the Board of Trustees. He shall give public notice of all meetings of the Board of Trustees. He shall record and keep the minutes of

By-Law V. Continued

Powers and Duties of Officers - Sec. 2 Continued

the proceedings of the Board of Trustees, and of the proceedings of all committees. He shall be the custodian of all official records of the Board of Trustees including the minutes of all meetings of its committees, and of all deeds, contracts, and other documents and papers of the Board of Trustees, unless otherwise directed by the Board of Trustees. The Secretary is authorized, with the Chairman or Vice-Chairman of the Board of Trustees, on behalf of the Board of Trustees, to execute or to attest all contracts, deeds, leases, notes, mortgages, deeds of trust, bonds, indentures, warrants, undertakings, powers of attorney, releases and satisfactions of mortgages and indebtedness, reconveyances under deeds of trust, and all other releases, when the same have been authorized to be executed by order of the Board of Trustees. The Secretary shall assist all committees of the Board of Trustees and shall cooperate with all other officers of the Board as may be requested by it in the performance of their duties. The Secretary may certify to any action of the Board of Trustees or its committees, or to the identity, appointment, and authority of officers of the Board of Trustees or to the provisions of the By-Laws of the Board of Trustees. The Secretary shall cause to be filed or recorded in appropriate offices of public record, or posted, or published, as may be required by law or as may be necessary for the protection of the College, documents and notices which it is necessary or appropriate for him to file, or record, or post, or publish, in the performance of his duties. The Secretary is authorized, in the name of the Board of Trustees, to execute proxies, sign receipts and acknowledgements, and notices and declarations, as may be appropriate or necessary

By-Laws V. Continued

Powers and Duties of Officers Continued

in the performance of his duties as ordered by the Board of Trustees. The Secretary shall be custodian of the seal of the Board of Trustees, and he shall affix the seal to documents and certifications executed on behalf of the Board of Trustees.

3. The President of the Community College District No. 3 shall be Treasurer of the Board of Trustees. In the name of the Board of Trustees, he shall receive and take charge of all moneys and property of the Board of Trustees subject to the control and direction of the Board of Trustees. The Treasurer is authorized to endorse checks and warrants in the name of the Board of Trustees as ordered by the Board of Trustees, but only for deposit in depository accounts of the Board of Trustees. The Treasurer shall make such reports on all matters pertaining to the fiscal operations of the Board of Trustees, as shall be requested by the Board of Trustees. The Treasurer is authorized to receive on behalf of the Board of Trustees, any funds, securities, properties, or other assets distributed to the Board of Trustees of the Community College District No. 3 or departments or divisions from any estate, or receive as gifts, or from any trust, and to issue appropriate receipts and releases in connection therewith. He is likewise authorized to receive and to issue receipts and releases for any funds or other assets payable or deliverable to the Board of Trustees of Community College District No. 3 as a result of any court action. The Treasurer is authorized to disperse funds in accordance with statute.

4. The President of Community College District No. 3 shall be delegated the responsibility for overall planning development and administra-

By-Laws V. Continued

Powers and Duties of Officers Continued

tion of educational services, campus facilities and the budgets of the college. He shall be responsible for the development of procedures of operation in all internal matters for the best interest of the college.

Sec. 5. Special authority of Officers. The Officers of the Board of Trustees shall have such powers and shall perform such duties in addition to those in the By-Laws set forth as may be delegated to them by the Board of Trustees.

COMMITTEES

Sec. 1. Committee of the Whole. The Board of Trustees shall act as a Committee of the Whole for the conduct of its business

Sec. 2. Special Committees. Special Committees may be appointed by the Chairman of the Board upon authority of the Board with such powers and duties as the Board may determine, provided, that no Special Committee shall act for more than one year from the date of appointment, and shall be considered discharged upon the expiration of said year, unless specifically authorized by the Board of Trustees at the time of their appointment, and from year to year, to act for a longer period.

Sec. 3. Minutes of Committee Proceedings. Minutes of the proceedings of each committee shall be kept and as soon as practical after a meeting, a copy of said minutes shall be mailed or delivered to each member of said committee and remaining members of the Board of Trustees and the President of the college

MEETINGS

1. Regular Meetings. A regular meeting of the Board of Trustees shall be held once each month, unless dispensed with by the Board of Trustees at such time and place as the Board of Trustees by motion from time to time may direct

Sec. 2. Special Meetings. The Chairman of the Board of Trustees, or any two members thereof, may call on 24 hour previous notice special meetings of the Board of Trustees at any time; said notice of the time, place, and purpose thereof shall be given to each Trustee by letter or telegram or direct telephone call. A record of the service of notice required to be given as aforesaid shall be entered upon the minutes of the Board of Trustees, and the said minutes when read and approved at the subsequent meeting of the Board of Trustees shall be conclusive of the fact that notice was given as required.

Sec. 3. Public Meetings; Executive Sessions. Meetings of the Board of Trustees shall be open to the public except in executive sessions. Executive sessions are restricted to the consideration of personnel matters, property acquisitions, and for the purpose of joint study of college affairs. Action may be considered and proposed in executive sessions, but official action shall be taken only in public meetings.

4. Quorum. Three Trustees shall constitute a quorum of the Board of Trustees for the transaction of business.

Sec. 5. Rules of Procedure. The rules contained in Robert's Rules of Order Revised, as copyrighted in 1951 by Isabel H. Robert, shall govern the proceedings at and the conduct of the meetings of the Board of Trustees and its committees, in all cases to which they are applicable and which are not covered in or by the Rules and Standing Orders of the Board of Trustees.

SEAL

Sec. 1. Design. The seal of Olympic College shall be of the following form and design:

BOARD LEGISLATION

Sec. 1. Classification of Board Legislation. Legislation of the Board of Trustees shall be classified as (a) By-Laws, (b) Standing Orders, and (c) Regulations. Such legislation shall be classified by the Secretary of the Board of Trustees with the advice and consent of the Board of Trustees, previous to or at the time of the adoption of the legislation.

2. By-Laws of the Board of Trustees. Legislation concerning the organization, procedures, and functions of the Board of Trustees itself shall be classified as By-Laws of the Board of Trustees.

3. Standing Orders. Legislation concerning the basic structure of the internal operating organization of the college shall be classified as Standing Orders of the Board of Trustees.

4. Regulations of the Board of Trustees. Legislation concerning detailed matters of institutional organization and operation shall be classified as Regulations of the Board of Trustees.

5. Adoption of Legislation:

All By-Laws, standing orders and regulations shall be adopted or modified in strict compliance with the provisions of the Administrative Practices Act of 1967.

PROCEDURE

Sec. 1. Order of Business of the Board of Trustees. The following shall be the order of business at each regular or special meeting of the Board of Trustees.

Roll Call, Acknowledgement of due notice of meeting

Approval of the minutes of the last meeting

Report of the President of the College

Other Reports

Communications

Unfinished Business

New Business

2. Agendum. At least five days prior to each regular meeting the Secretary shall mail or deliver to each member of the Board of Trustees an agendum setting forth all substantive matters which are to be considered at the meeting. As to those matters which are the subject of consideration and recommendation by committees after the transmittal of said agendum, a detailed report shall be made to the Board of Trustees.

3. Communications. Communications for presentation to the Board of Trustees shall be in writing and shall be presented by the President at the next regular meeting following their receipt. Communications from the President or members of the faculty or student body or employees of the college shall be presented only by the President. Any individual, or the authorized representatives of organizations may appear before the board upon written request made at least 24 hours before a regular meeting, to the President at a time scheduled by him and appearing in the agenda. All communications presented to the Board of Trustees shall be filed by the Secretary.

BUSINESS PROCEDURE

Sec. 1. Legislative Matters


The President shall represent the Board and the College in all matters requiring action by the Legislature or officers of the State of Washington.

2. Gifts

Gifts offered to the College or to the Board of Trustees for the benefit of the College shall be accepted only by the Board of Trustees, or with its express authority. No Trustee, officer, member of the faculty, or employee, without express authority of the Board of Trustees, shall undertake or agree to undertake the administration of any gift, or the management, disposition, or expenditure of any fund provided to be used for the benefit of the Olympic College. It is the intention of this By-Law that the Treasurer, in the absence of other direction by the Board of Trustees, shall be solely charged with the administration of gifts and funds provided to be used for the benefit of the College.

3. Seal

The seal shall be used only in connection with the transaction of business of the Board of Trustees. The seal may be used on any document signed on behalf of the Board of Trustees by an officer. Permission must be granted by the Board of Trustees for the use of the seal in the decoration of any public building or in other special circumstances.


Chairman,
Board of Trustees

ATTEST:



Dr. J. D. Park
Secretary, Board of Trustees

Action Taken: June 25, 1968
Date