

Article XII: Standing Committees

Section A: Standing Committee Operations

Standing committees are designed to deal with the ongoing business of the Association.

1. Appointments and Terms: The president shall appoint standing committee members from the Faculty Senate and the general membership as needed. Terms of committee members shall be indefinite and subject to annual review by the President.
2. Committee Chairs: Each standing committee shall elect a Chair. In the event a Chair is not elected, the President may appoint a Chair. That Chair will be responsible for reporting the committee's activities to the Faculty Senate **and the Executive Board, as appropriate.**
3. Committee Budget: Each committee chair shall prepare an annual budget proposal and submit it to the Association Treasurer by the appropriate deadline. The Chair shall be responsible for keeping the committee's expenses within budget guidelines.

~~Section A~~ **Section B**: Membership Committee

This committee shall promote CCS-AHE membership among **all Spokane Colleges** ~~CCS full-time and adjunct/hourly~~ faculty. It shall also act as the distributor of information regarding special services and benefits to members.

1. Membership: Two or more members from each of the three instructional **areas units** plus the Association Treasurer.
2. Duties: **Duties of the Membership Committee will be as follows:**
 - a) To contact the Faculty Senate for help in conducting an annual membership drive, providing training for enlisted Senators when necessary.
 - b) To maintain information on NEA/WEA/CCS-AHE special services and benefits available to members in coordination with the Communication Coordinator.

~~Section B~~ **Section C**: Adjunct/Hourly Faculty Committee

This committee shall promote the active participation of adjunct/hourly faculty in CCS-AHE governance and activities of CCS-AHE that pertain especially to them.

1. Membership: One or more adjunct/hourly members from each of the three instructional **areas units**.
2. Duties: Duties of the Adjunct/Hourly Faculty Committee will be as follows:
 - a) To coordinate with the Communication Coordinator, the Membership Committee, and other appropriate bodies.
 - b) To encourage the participation of all adjunct/hourly faculty.
 - c) To maintain familiarity with the **CCS Spokane Colleges** policies and CCS-AHE actions which particularly affect adjunct/hourly faculty and to make this information available to them.

- d) To hold a minimum of one annual meeting of adjunct/hourly faculty to provide a forum to discuss their concerns.
- e) To make recommendations to the Faculty Senate and to the Executive Board regarding adjunct/hourly issues.

~~Section C~~ **Section D: Courtesy/Social Committee**

This committee shall organize and carry out the social functions of the CCS-AHE. ~~and send cards or make other appropriate gestures to the ill and bereaved.~~

1. Membership: One or more members from each of the three instructional ~~units~~ **areas**.
2. Duties: **Duties of the Courtesy/Social Committee will be as follows:**
 - a) To develop communications with each unit and take appropriate action regarding individuals requiring specific recognition.
 - b) To be responsible for preparing gifts and awards.
 - c) To ~~send cards or make other appropriate gestures to the ill and bereaved.~~