

COUNCIL FOR BASIC SKILLS BYLAWS

ARTICLE I NAME

The name of the organization shall be the Council for Basic Skills (hereafter referred to as "CBS").

ARTICLE II PURPOSE

Section 1) The purpose of CBS is to assist and report to the Instruction Commission on issues affecting state, local, or federally funded Adult and Family Literacy programs and basic skills education issues among the Washington State community and technical colleges as well as all other organizations and agencies not affiliated with the Washington State Community and Technical College (WSCTC) system but who receive state, local, and federal adult education funds (/BEdA/ELA/GED//IEL Civics/Family and Workplace Literacy).

Section 2) The purpose of CBS is to promote students' success by improving and coordinating basic skills instruction, in accordance with the state and federal guidelines for Adult and Family Literacy education, by employing the following strategies:

- a) Enhance communication and collaboration across the system of adult service providers.
- b) Identify program performance, professional standards, and professional qualifications that strengthen basic literacy and adult basic education.
- c) Advocate for and support timely professional development opportunities for its members to the Basic Education for Adults (BEdA) and other agencies qualified to deliver quality training, that meet the needs of our diverse staff and students.
- d) Evaluate and recommend courses of action related to statewide basic literacy and adult basic education needs.
- e) Facilitate increased articulation within and between providers of instruction in basic, academic, vocational, or technical skills.
- f) Disseminate relevant and timely information to programs, participants, and the greater community.
- g) Participate in a system-wide assessment and evaluation process.

ARTICLE III MEMBERSHIP

Section 1) Membership in CBS shall include each college, organization, and agency that receives federal and state operating funds through the State Board for Community and Technical Colleges for family literacy and basic skills instruction.

Section 2) The presence in person or by proxy of the designated representatives of a simple majority of the member colleges, organizations, and agencies defined in Article III, Section 1 shall constitute a quorum. The representatives present at a duly called

meeting at which a quorum is present may continue to do business until adjournment, notwithstanding the withdrawal of members leaving less than a quorum.

Section 3) Each member college, organization, or agency will have one (1) vote. Each member college, organization and agency shall designate one person as their representative to vote on CBS business. In the event of the absence of a voting representative, a proxy may be identified by written or electronic communication to the chair, and proxy votes must be identified to the membership.

Section 4) The Council for Basic Skills will not deny membership nor discriminate against anyone based on race, ethnicity, creed, color, national origin, sex, marital status, sexual orientation, age, religion, or the presence of any sensory, mental, or physical disabilities in accordance with the Americans with Disabilities Act of 1990, Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973.

Section 5) Each member college, organization, and agency is expected to designate a primary representative and may identify a secondary representative to attend meetings,, receive mailings, participate in CBS activities, and pay an annual membership fee. Primary representatives may also hold office.

ARTICLE IV OFFICERS AND EXECUTIVE COMMITTEE

Section 1) There shall be five officers of CBS: Chair, Chair Elect, Secretary/Treasurer, and two Members-at-Large. The Executive Committee will include officers, the immediate past chair, chairs of standing committees, and an ex-officio representative from SBCTC Basic Education for Adults. SBCTC BEdA office will also provide a recording secretary.

Section 2) The offices of Chair and Chair-Elect must be selected from the Community and Technical College representatives because of the direct reporting responsibilities to the Instruction Commission.

Section 3) At least one (1) of the Members-at-Large shall be selected from the Council's community based organizations (CBOs).

Section 4) The election of officers shall be by the membership at the spring meeting. Officers shall be elected by a simple majority of the ballots cast.

Section 5) The terms of office for the CBS Officers shall correspond to the academic year and be as follows:

- a) Chair: The chair shall be elected to a one-year term of office.
- b) Chair-Elect: The chair-elect shall be elected to a one-year term of office and automatically succeed to the office of chair.
- c) Secretary/Treasurer: The secretary/treasurer shall be elected to a two-year term of office with a limit of two consecutive terms. The secretary/treasurer must be re-elected at a scheduled election to assume the second consecutive term..

- d) Members-at-Large: The members-at-large shall be elected to a two-year term of office with a limit of two consecutive terms. The election of members-at-large will be alternated each year. A member-at-large must be re-elected at a scheduled election to assume the second consecutive term.
- e) If the position of chair becomes vacant, the chair-elect assumes the chair position and the chair- elect vacancy shall be filled in the interim by majority vote of the Executive Committee. The appointment will be valid until the next scheduled election for each office.
- f) If the position of chair-elect becomes vacant, the vacancy will be filled by vote of the membership.
- g) If an officer position other than that of chair or chair-elect becomes vacant, the chair will appoint a replacement until the next scheduled election.

Section 6) Duties of Officers:

- a) Chair: The chair shall preside at all membership and Executive Committee meetings. Subject to the authority of the Executive Committee, the chair shall have general charge of the affairs of CBS. The chair is our official liaison to the Instruction Commission.
- b) Chair-Elect: The chair-elect shall act as chair in the chair's absence and shall have such duties as assigned by the Executive Committee.
- c) Past-Chair: The immediate past chair shall serve on the Executive Committee and assist in assignments given by the chair.
- d) Secretary/Treasurer: The secretary/treasurer may write letters on behalf of CBS, in collaboration with the chair, as directed by the Executive or other committees, and shall maintain the organization's finances and perform other duties as assigned by the Executive Committee.
- e) Members-at-Large: The members-at-large shall serve on the Executive Committee and assist in assignments as directed and assigned by the chair.

Section 7) Members of the Executive Committee may be removed by a majority of the vote of the membership.

ARTICLE V MEETINGS

Section 1) Meetings of the CBS shall be fall, winter, spring and summer quarters.

Section 2) The Executive Committee may call other special meetings of CBS, and may cancel meetings as needed.

ARTICLE VI TASK FORCES

Section 1) Task forces shall be formed when appropriate. The chair of CBS shall establish and disband the task forces, and appoint the chairs of task forces.

Task Forces shall:

- a) Review issues with immediate and short-term implications for the Council.

- b) Develop and present recommendations to the full Council. Recommendations of a task force shall have the force of a motion and second and shall then be open for discussion by the full Council.

ARTICLE VII STANDING COMMITTEES

Section 1 Standing Committees shall be formed as necessary to carry out on-going work of the Council. These committees shall be formed and retired on recommendation of the Executive Committee and approved by majority vote of the Council. Standing Committee structure will be evaluated annually by the Executive Committee.

Standing Committees shall:

- a. Review and research all issues relevant to the committee's charge.
- b. Develop and present recommendations to the full Council.
- c. Represent the council to other organizations.
- d. Serve as a liaison to the SBCTC BEdA Office.
- e. Recommendations of a committee shall have the force of a motion and second and shall then be open for discussion by the full Council.

Section 2 Committee chairs and/or co-chairs shall serve no more than two years consecutively, with a minimum stand-down of two years before resuming chair duties of any standing committee.

ARTICLE VIII FEES

Annual membership fees shall be assessed for each member organization and agency of CBS, based on the number of representatives and are due by the Fall Meeting. The amount will be determined by a vote of the members.

ARTICLE IX AMENDMENTS TO BYLAWS

The Bylaws may be amended by a two-third vote of the membership.

- a. Bylaws will be distributed to all members electronically at least thirty days prior to the meeting for amendment.
- b. Members unable to attend may request to vote by ballot arranged by the secretary/treasurer