

**WASHINGTON STATE INSTRUCTION COMMISSION FOR COMMUNITY AND
TECHNICAL COLLEGES
BYLAWS
Revised: 1979, 1981, 1987, 1992, 2001**

PREAMBLE

The Washington State Instruction Commission for Community and Technical Colleges exists to enhance instruction and library/media services within the community and technical colleges of the State. The Instruction Commission is directly responsible to the Washington Association of Community and Technical Colleges' presidents (WACTC) through a liaison appointed by the president of WACTC. The liaison serves as the primary communication link between the Commission and WACTC.

ARTICLE I – PURPOSES

Section 1 The purposes of the Commission are:

- A. To provide leadership in the improvement and development of effective and properly directed programs on instructional and library/media services in the community and technical colleges in the State of Washington.
- B. To propose goals, develop, and implement programs and procedures, which are established by a majority of the membership or assigned by WACTC.
- C. To serve as an effective statewide communication medium for information related to curriculum, instruction, and library/media services.
- D. To support research services for WACTC.
- E. To serve as the parent body for instruction councils such as vocational education, continuing education, learning assistance services, and library/media services.
- F. To make recommendations to WACTC on instruction and library/media issues.

ARTICLE II – MEMBERSHIP

Section 1 Membership

- A. Official members of the Commission shall consist of:
 - 1. The chief instruction officer from each community and technical college.
 - 2. Instruction representative from the State Board for Community and Technical Colleges (SBCTC) staff.
- B. A non-voting liaison appointed by the president of WACTC.
- C. Advisory Members (Non-Voting)
 - 1. District instruction officers from multi-college districts.
 - 2. Other community and technical college personnel may participate in commission activities as needed.

ARTICLE III – OFFICERS

Section 1 Officers of the Commission shall be the Chair, Vice-Chair, and Secretary-Treasurer.

Section 2 Officers shall be elected at the spring quarter meeting of each year and shall take office at the beginning of the summer meeting. Unexpired terms shall be filled by election by the members at the succeeding general meeting.

Section 3 Duties of officers shall be as follows:

- A. The Chair shall be the presiding officer of the Commission, ex officio member of all committees, and representative to WACTC.
- B. The Vice-Chair shall, in the absence of the Chair, perform the duties of that office. In addition the vice-chair shall act as parliamentarian for the Commission.
- C. The Secretary-Treasurer shall keep minutes of all meetings of the Commission and the Executive Board in collaboration with SBCTC support staff. S/he shall be the official correspondent of the Commission. The Secretary-Treasurer will also maintain the official financial records, receive and disburse all funds at the direction of the Chair and actions of the Commission.

- Section 4 Terms of officers shall be as follows:
- A. The term of office will be for one year.
 - B. The succession of officers will be Vice Chair to Chair to Past Chair.

ARTICLE IV – EXECUTIVE BOARD

- Section 1 The Executive Board shall consist of the elected officers of the Commission, the past Chair of the Commission, two members at-large, and a representative from the State Board for Community and Technical Colleges. The two members at-large will be elected by the Commission for staggered 2 year terms.
- Section 2 The Executive Board shall prepare the agenda for all meetings.

ARTICLE V – COMMITTEES

- Section 1 Committees may be established by the Chair for the conduct of such business as necessary. Members of the committees may include persons other than Commission members.
- Section 2 A liaison to each council and to other groups as appropriate, shall be appointed by the Chair.
- Section 3 Appointments shall be effective for the term of office of the Chair unless the Chair designates an earlier termination date.
- Section 4 Committees and liaisons shall report at each regular meeting of the Commission.
- Section 5 The representative from SBCTC shall be responsible for maintaining commission archives.

ARTICLE VI – MEETINGS

- Section 1 There shall be at least one regular meeting per quarter and other regular or special meetings as designated by the Chair.

ARTICLE VII – VOTING

- Section 1 Each official member shall have one vote.

ARTICLE VIII – QUORUM

Section 1 A voting quorum shall consist of a majority of the official members.

ARTICLE IX – AMENDMENT

Section 1 Bylaws may be amended by a two-thirds vote of the official members in attendance, provided the proposed amendment has been submitted to members at least 30 days prior to the meeting. Amendments are subject to the approval of WACTC.

ARTICLE X – PARLIAMENTARY AUTHORITY

Section 1 Robert's Rules of Order, Revised shall be the authority on questions of parliamentary procedures.