

BYLAWS OF THE GREEN RIVER COMMUNITY COLLEGE ADVISORY COMMITTEE



Bylaws are rules that address the operation of the committee, selection of officers, appointment of subcommittees, responsibilities of members, and establishment of the annual plan of action. Because the rules of operation may need to change as the program work of committee membership changes, the bylaws should be revisited at the beginning of each academic year.

ARTICLE I – NAME & AFFILIATIONS

Section 1. NAME

The name of this committee shall correspond with the title of the professional technical program for which it was established to advise; hereafter referred to as “Program Committee” or “Committee”.

ARTICLE II – OBJECTIVES

Section 1. ORGANIZATIONAL OBJECTIVES

The objectives of the program committee are as follows:

The primary purpose of professional / technical education advisory committees is to promote collaboration between specific educational programs and business, industry and labor in preparing individuals to enter and succeed in their chosen career.

Professional / technical advisory committees have three major roles. They **advise** the administration and Board of Trustees, **assist** program staff, and **provide support and advocacy** for quality education and training. Working cooperatively with program administrators and instructors, advisory committees can significantly help strengthen and improve the programs they serve. Since they are “advisory” by design, these committees do not have administrative or legislative authority.

ARTICLE III – MEMBERSHIP

Section 1. MEMBER DEFINITION

Advisory committees must be composed of equal numbers of employers and employees to maintain a balance of interest. When the occupation being taught is apprenticeable and a local Joint Apprenticeship and Training Council (JATC) is active in the geographical area, at least one labor and one management member of the JATC should be involved to participate on the committee. The General Advisory Council may consist of all the advisory committee chairs, representatives from social service agencies, local workforce councils or boards, economic development, labor and chambers. Members not attending at least 50% of the scheduled meetings should be replaced in order to maintain a viable committee.

Section 2. EX OFFICIO MEMBER DEFINITION

Ex officio, non-voting members of the committee shall include any Green River Community College employee or currently enrolled student, or a visitor/guest to the meeting – not listed on the member roster or designated proxy.

Section 3. VOTING PRIVILEGES

Each member representative is entitled to one vote on matters brought before the Committee.

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If a designated member is unable to attend a meeting, an alternate from the representative company/organization may attend with full voting privileges (must be noted on the RSVP roster).

Section 4. RESPONSIBILITIES

- a. Member, or their designated representative, are committed to attend and participate in the committee meetings and establish annual goals for your committee activities and to support the organizational objectives as stated herein and/or determined by action of the committee.
- b. The committee chair and program administrator are responsible for keeping the administration, board, and appropriate staff fully informed of the committee activities. Minutes of all meetings should be available at all times and kept on file for the previous three years. A written report of achievements and recommendations should be provided to the administration and board at the end of each college year.
- c. In addition to the general committee charge, which outlines the committees' scope of activities, the administration or board may charge the committee with specific work (i.e. achieving industry certification for the program). The committee chair and program administrator are responsible for keeping the work of the committee focused on the charge and aligned with the college's strategic plan. "Each advisory committee will be provided a copy of the overall college strategic plan".
- d. Committees are directly responsible to the board of trustees through the administration of the institution. Committee members *shall not* determine policy, commit to expenditure of fund, perform administrative functions and *shall not* express opinions or represent positions in the name of the college, unless specifically authorized by the Board administration. ***In recommending activities that may involve expenditure of funds, the committee should provide a detailed description, rationale, and budget for consideration by the administration and board for inclusion in the institutional budget.***
- e. Members are expected to fully participate in committee activities by attending committee meetings and conducting business by telephone, e-mail, and written communications. Members are expected to do the following:
 - a. Act in good faith and in accordance with what they believe to be in the best interest of students, the program, or college, and their profession or occupation.
 - b. Discharge their responsibilities diligently and not delegate them to other committee members or staff.
 - c. Publicly disclose any actual or perceived conflicts of interest and not vote on such committee matters.
- f. ***State Ethics Laws and Responsibility.*** Although state ethics laws are directed toward state and public employees, advisory committee members are indirectly affected by the law through their relationship with college employees. For example, the ethics laws govern all actions and working relationships of state employees with current or potential customers, government representatives, the media, and others. In these relationships, state and public employees must observe the highest standards of ethical conduct. Each employee is expected to place the college's best interest above his or her own self-interest in all education, business, and other matters and decisions, where there is an actual, potential, or appearance of conflict of interest. Paramount in the public trust that obligates college administrators, instructors, and advisory committee members in fulfilling their responsibilities is the principle that their position may not be used for personal gain or private advantage within any relationship.

ARTICLE IV – MEETINGS

Section 1. NUMBER OF MEETINGS

The Committee shall meet a minimum of two times during the academic year. Additional meetings, including a summer meeting, may be established by the Committee.

Section 2. MEETING LOCATION

Committees may meet at the time and location established by the committee or group chairperson and could include electronic meetings if necessary. (Telephone, and/or ITV if available) Upon receipt of meeting schedule, the Executive Dean's Office will notify committee members of the meeting date, time and location within two week prior to the meeting.

Section 3. MEETING GOVERNANCE

Robert's Revised Rules of Order shall be the guiding document for the governance of all meetings.

ARTICLE V – GOVERNANCE

Section 1. ACTIVITIES AND PROGRAMS OF THE COMMITTEE

During spring quarter of each academic year, the Program Committee Chair will facilitate the development of an annual plan that outlines all activities and goals. The plan shall be submitted to the Executive Dean or designee no later than two weeks after the summer Committee Chair kick-off meeting for recommendations and review.

Section 2. ADVISORY MEMBERS APPOINTMENT PROCESS

Advisory committee members, except labor (King County Labor Council supports and appoints committee members) are appointed by the administration of the college, in writing, for a specific term of three years. A new member may be appointed, when deemed appropriate by the administration for a maximum service of six years. (Note: There may be extenuating circumstances when the administration would choose to appoint a member for additional terms. But these appointments should be limited for very special cases. Written documentation of all appointments must be kept on file.)

Section 3. COMPOSITION

The strength of the advisory committee is reflected in the diversity of its membership. Consideration must be given in the makeup of the committee to gender, geographical representation, ethnicity, and nature of the occupational area represented.

Consideration should also be given to include representatives of local professional associations related to the occupational area, organized or non-organized employee organizations, and county/state labor councils, economic development, workforce councils and other community organizations.

Section 4. TERMS OF OFFICE

- **Chair** – One year
- **Co-Chair** – One year

Section 5. COMMITTEE QUORUM

A simple majority of the committee meeting in person or electronically shall be necessary and sufficient to constitute a quorum. (According to the SBCTC a quorum consists of at least 50% of the voting members.) This does not include ex-officio members (i.e. faculty, students, college staff, etc.).

Section 6. VACANCIES

Any vacancy on the committee shall be filled by appointment by a majority of the remaining members of the committee. Persons filling vacancies shall do so only for the remaining term of office and such time shall not be considered as a consecutive term. Labor Representatives are appointed by the King County Labor Council.

ARTICLE VI – OFFICERS

Section 1. OFFICERS

The officers of the committee shall be Chair and Co-Chair. These officers can not be college employees. The Chair-elect shall be selected by the committee at the spring meeting, following the election of new members of the committee, from among the members of the committee. Officers will serve in their respective offices for a period of (1) year unless they are re-elected by the committee during the spring elections. Training will be provided during the annual summer kick-off meeting.

Section 2. Chair

The Chair's responsibilities are as follows:

- a. Attends all meetings as possible.
- b. Accepts and supports the committee's purpose and charge.
- c. Plans committee meetings and agenda with administrators and/or instructors.
- d. Exercises leadership.
- e. Maintains records and relevant information on committee work. The chair must be sufficiently informed to interact knowledgeably with other committee members, instructors, and the administration.
- f. Moves members toward consensus and decision-making.
- g. Evaluates committee efforts and communicates accomplishments to the committee and college administration.

Section 3. Co-Chair or Designee to take minutes

The Co-Chair or designee shall support and take minutes at the committee meetings. The Co-Chair shall perform the duties of the Chair in the event of absence or disability of the Chair and such other duties as assigned.

Section 4. VACANCIES

Vacancy in the office of Chair shall be filled by the Co-Chair. Vacancies in the office of Co-Chair shall be filled by appointment by the majority of the remaining members of the committee for the remaining term.

ARTICLE VII – AMENDMENTS

These Bylaws may be altered or amended by a two-thirds vote of a quorum of the members present at any scheduled summer meeting of the General Advisory Council.

Proposed amendments and statement must have been submitted, in written form, to the Executive Dean or designee at least 30 days in advance of the scheduled summer meeting.