

**BYLAWS OF THE
COMMITTEE ON ADVANCED TUITION PAYMENT AND COLLEGE SAVINGS**

ORGANIZATION AND DUTIES

- (1) The Advanced College Tuition Payment Program (known as the ‘Guaranteed Education Tuition’ or ‘GET’ program) and the Washington College Savings Program (known as the ‘DreamAhead College Investment Plan’ or ‘DreamAhead’), collectively known as the ‘Programs,’ are established in Chapter 28B.95 RCW. The Programs are governed by the Committee on Advanced Tuition Payment and College Savings. The Committee is composed of the Executive Director of the Washington Student Achievement Council (WSAC), the Director of the Office of Financial Management and the State Treasurer (or their designees), and two citizen members. The Governor shall appoint the citizen members, with one representing program participants and one representing private business with marketing, public relations, or financial expertise, per RCW 28B.95.020 (5). The Committee shall exercise all the powers and perform all the duties with respect to the operation of the Programs as prescribed by Chapter 28B.95 RCW.
- (2) The administrative office is located at 917 Lakeridge Way SW, Olympia, WA 98502. The office hours are 8:00 a.m. to 5:00 p.m, Monday through Friday, except state holidays. Information about the Programs are available at the following address: P.O. Box 43450, Olympia, WA 98504; or by contacting GET at 800.955.2318 or DreamAhead at 844.529.5845; or by visiting www.wastate529.wa.gov.
- (3) The Executive Director of WSAC shall chair the Committee. The Director of College Savings Plans (Program Director) shall serve as the secretary for the Committee.
- (4) A quorum to conduct the business of the Committee consists of at least three members.
- (5) The Committee shall meet quarterly and shall conduct and announce meetings in accordance with the Open Public Meetings Act (Chapter 42.30 RCW). Additional meetings may be scheduled as needed. The annual meeting schedule shall be published in the Washington State Register, maintained by the Office of the Code Reviser. A special meeting may be called by the chair of the Committee or by a majority of the members and announced in accordance with RCW 42.30.080.
- (6) All regular and special meetings of the Committee shall be held in Olympia, Washington unless scheduled elsewhere, and are open to the general public, except for lawful executive sessions, as defined in RCW 42.30.110. No official business may be conducted by the Committee except during a regular or special meeting.
- (7) The Committee may conduct an executive session called by the chairperson or by a majority of the members. No official actions shall be taken at executive sessions without formal action at a regular or special meeting of the Committee. Executive sessions shall deal only with matters authorized by RCW 42.30.110. The Committee will conduct all official business at formal public meetings in accordance with state law.

- (8) Formal meetings will be conducted in accordance with Robert's Rules of Order.
- (9) Proceedings shall be recorded by a method determined by the chair of the Committee. Formal written minutes shall be taken during the meeting. The Committee approves the previous meeting's minutes at each Committee meeting. The Committee will maintain full records of all proceedings by which it makes decisions and shall maintain the records for six years, in accordance with RCW 40.14.060.
- (10) Anyone other than a Committee member wishing an item placed on the agenda of the Committee meeting must submit a written request, and it must be received in the office of the secretary of the Committee (the Programs' office) no later than twelve o'clock noon five business days before the next scheduled Committee meeting. The Committee secretary will relay the request to the chair of the Committee. The chair of the Committee will determine whether the item is to be placed on the agenda. The chair or a designee will notify the individual initiating the request as to whether or not the item will be placed on the agenda.
- (11) Members of the Committee who are public employees serving as a member in that capacity shall serve without compensation. Citizen members will receive compensation in accordance with RCW 43.03.050. Travel and related expenses of all members shall be considered a regular expense of the Programs.
- (12) No member of the Committee is liable for the negligence, default or failure of any other person or member of the Committee to perform the duties of office and no member shall be considered or held to be an insurer of the funds or assets of the Programs (per RCW 28B.95.035).
- (13) The Committee may enter into contracts necessary to carry out its powers and duties (per RCW 28B.95.030 and RCW 28B.95.032).
- (14) WSAC shall employ a Program Director in consultation with the Committee. WSAC staff shall support the Committee and shall carry out administrative responsibilities otherwise not assigned to the Committee.
- (15) Annually, Program staff shall make available to the Committee a GET program valuation report. The information will be based on the preceding fiscal year's activity. The Program Director or designee will present the information at a Committee meeting.
- (16) Annually, Program staff shall make available to the Committee a DreamAhead report that includes information about the performance of and changes to the Program's investment options. The Program Director or designee will present the information at a Committee meeting.
- (17) The Committee shall review program policies on a regular basis, and approve updates to the Programs' Master Agreements and/or disclosure documents from time to time, as needed to remain in compliance with federal and state laws or if any Program policies

change or new policies are adopted. Program staff shall draft proposed changes for the Committee's consideration.

- (18) Annually, Program staff shall prepare administrative budgets for both Programs and present the budgets for the Committee's consideration and approval.
- (19) At each Committee meeting, Program staff will provide updated enrollment, contribution, and distribution statistics
- (20) The Program Director shall designate the rules coordinator for the Programs.
- (21) Each state agency member of the Committee may appoint a representative from his or her agency to work with the Program Director.
- (22) These bylaws may be amended at any regular or special meeting by a majority vote.