

BYLAWS OF THE GUARANTEED EDUCATION TUITION (GET) COMMITTEE

ORGANIZATION AND DUTIES

1. (1) The Advanced College Tuition Payment Program is established in RCW 28B.95. The Program is governed by the Guaranteed Education Tuition (GET) Committee composed of the Executive Director of the Washington Student Achievement Council, 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. The Committee shall exercise all the powers and perform all the duties with respect to the operation of the GET Program as prescribed by RCW 28B.95.
(2) The administrative office is located at 919 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 GET Program and contracts for the purchase of tuition units is available at the following address: P.O. Box 43450, Olympia, WA 98504, or by contacting GET at 800.955.2318 or www.get.wa.gov
2. The Executive Director of the Student Achievement Council shall chair the Committee. The Director of the GET Program shall serve as the secretary for the Committee.
3. A quorum to conduct the business of the Committee consists of at least three members.
4. The Committee shall meet quarterly. Additional meetings may be scheduled as needed. The annual meeting schedule shall be published in the Washington State Register. A special meeting may be called by the chair of the Committee or by a majority of the members and announced in accordance with law.
5. 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. No official business may be conducted by the Committee except during a regular or special meeting.
6. 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.
7. Formal meetings will be conducted in accordance with Robert's Rules of Order.
8. Proceedings shall be recorded by a method determined by the chair of the Committee. Formal written minutes are 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.

9. Anyone other than a Committee member wishing an item placed on the agenda of the Committee meeting must have a written request in the office of the secretary of the Committee 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.
10. Members of the Committee who are public employees serving as a member in that capacity shall serve without compensation. Citizen members will receive compensation according to RCW 43.03.050. Travel and related expenses of all members shall be a regular expense of the GET Program.
11. No member of the GET 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 GET Program.
12. The Committee may enter into contracts necessary to carry out its powers and duties.
13. The Student Achievement Council shall employ a Director in consultation with the Committee. The staff of the Washington Student Achievement Council shall support the Committee and the Council shall carry out administrative responsibilities otherwise not assigned to the Committee.
14. The Program shall make available to the Committee a valuation report each year. The information will be based on the preceding fiscal year's activity. The GET Director or designee will present the information at a Committee meeting.
15. GET Staff will provide an updated contract statistical report at each Committee meeting. Statistics will include number of contracts, contracted units, lump sum units, total payments received, future custom monthly payments due, benefits paid, and the number of students who have used benefits. Additional information may also be included.
16. The Director of the GET Program shall designate the rules coordinator for the program.
17. Each state agency member of the GET Committee may appoint a representative from his or her agency to work with the Director of the GET Program.
18. These bylaws may be amended at any regular or special meeting by a majority vote.