***Bylaws of***

**THE STATE INSTRUCTOR ADVISORY COUNCIL “SIAC”**

**January 19, 2024**

**ARTICLE I. NAME**

The name of this organization shall be the State Instructor Advisory Council, hereinafter referred to as SIAC.

**ARTICLE II. PURPOSES AND MISSION**

In compliance with C.R.S. 23-60-104 and BP 2-30, SIAC shall serve in an advisory capacity to the State Board for Community Colleges and Occupational Education (the Board) and to the Chancellor of the Colorado Community College System (CCCS) and shall act as a liaison between the college Instructors, CCCS, and the Board.

The principal mission of SIAC is to promote and support quality instruction in the Colorado Community College System. SIAC will have an integral part in advising and making recommendations to the Board and CCCS in matters pertaining to:

High standards and quality of instruction.

Part-time Instructor welfare and shared governance.

Board/System policy, procedure, and initiatives.

Communication among Instructors, Faculty, Board, CCCS, and the community.

The role and mission of community colleges within higher education.

Appropriate use of technology to enhance teaching and learning.

Budget priorities and allocation.

**ARTICLE III. MEMBERSHIP**

SIAC membership shall be composed of one Instructor (as defined in BP 3-10) from each state system college. Members of SIAC shall be selected by the college in a manner to be determined by the Instructors/faculty of that college. In order to promote the continuity of knowledge, purpose, and progress, SIAC recommends that members serve for a minimum of two years or more.

**DUTIES OF MEMBERS:**

The first and foremost duty of SIAC members is to represent their part-time Instructors in matters dealt with by SIAC, CCCS, and the Board and to convey the content of SIAC and Board meetings to their fellow part-time Instructors.

SIAC members or their alternates are expected to attend all meetings and serve on SIAC committees as needed. Members who need to miss a meeting must inform the Chair or Vice Chair as far in advance as possible. An alternate should be identified by the college Instructors/faculty to attend meetings when the regular SIAC member is unable to attend.

**VACANCIES**

Any vacancies occurring in the membership shall be filled as soon as possible. The college affected by the vacancy will be notified and asked to select a new representative according to the established procedure (see above).

**VOTING**

A quorum shall consist of at least one half of the membership. A simple majority vote of the members present in a regular or special meeting, where a quorum is met, shall be required to constitute action by SIAC.

**ARTICLE IV. OFFICERS AND EXECUTIVE COMMITTEE**

SIAC shall elect from its membership a Chair, a Vice-Chair, and a Recorder, in a manner to be determined by the members. In the event that the Chair does not serve as the Instructor member of the Board, SIAC shall elect another member to serve as the Instructor Board Member to attend Board meetings in an advisory capacity. This member may serve no more than two consecutive one-year terms on the Board in accordance with BP 2-30. The SIAC membership may add additional officer positions if the need arises.

The current officers, including the Instructor representative to the Board, may serve as the Executive Committee. The preceding Chair of SIAC shall be an ex-officio member of the Executive Committee.

At the April SIAC meeting, members interested in the position of Vice Chair of SIAC for the following year shall announce their interest. If more than one person shows interest in the position, each candidate will share an introduction and goals for the office of Vice Chair. The current Vice Chair will become the Chair of SIAC in May.

An officer shall hold office until their successor shall have been duly elected or qualified. Terms of office shall be for two years for the Chair and Vice Chair and one year for the Recorder.

**DUTIES OF OFFICERS**

It is the intention of SIAC to work together with CCCS, the State Faculty Advisory Council, and the Board in a spirit of cooperation for the ultimate benefit of the students we serve. To that end, the following duties are expected from each officer.

**CHAIR**

The Chair shall set the agenda for and preside over SIAC meetings, serve as the Instructor Representative of the Board (this member may serve no more than two consecutive one-year terms on the Board in accordance with BP 2-30), meet regularly with the System Chancellor and other System senior staff as needed, maintain communication lines with the individual colleges’ Instructors, and maintain a posture of Instructors being partners with the Board and CCCS staff to solve problems and create opportunities for students.

**INSTRUCTOR REPRESENTATIVE TO THE BOARD**

In the event that the Chair does not serve as the Instructor Representative of the Board, SIAC shall elect another member to serve as the Instructor Member of the Board to attend Board meetings in an advisory capacity. This member may serve no more than two consecutive one-year terms on the Board in accordance with BP 2-30

**VICE-CHAIR**

The Vice-Chair will preside over SIAC meetings in the absence of the Chair, work with the Chair to maintain communication lines with the individual colleges’ Instructors, manage submissions of time sheets for all SIAC members to the system office following each meeting, assist the Recorder in finalizing minutes, serve as acting Recorder in the absence of the Recorder, and perform other duties as delegated by the Chair.

**RECORDER**

The Recorder shall take minutes at all meetings, distribute minutes to members, amend/correct minutes as needed, prepare SIAC Updates to Instructors (condensed versions of the minutes for all Instructors to read), and turn in an attendance list to the CCCS office following each meeting.

**REMOVAL OF AN OFFICER**

Any officer may be removed by a simple majority vote of the membership at a regular meeting or special meeting called for that purpose. Agenda of that meeting shall include notice of the contemplated action.

**VACANCY**

Any vacancy among the officers shall be filled at the next regular or special meeting.

**ARTICLE V. MEETINGS**

SIAC will hold regular monthly meetings during the academic year. The Executive Committee may call special meetings when and where they deem necessary. Notice of special meetings shall specify the purpose of such meetings. All regular and special meetings will be open to the general public. All official actions will be taken in open session at regular or special meetings. SIAC officers will announce all meetings at least two weeks prior to the date of the meeting. Meeting dates and locations will be determined in consideration of members’ teaching schedules and residence. SIAC may hold an annual planning workshop with the date and location to be determined by the membership. SIAC may set its own rules of order and may draw upon **Robert’s Rules of Order**, as amended, or other similar parliamentary procedures.

**ARTICLE VI. REIMBURSEMENT AND COMPENSATION**

Time, travel and other expenses by SIAC members to and from meetings shall be reimbursed by CCCS in accordance with BP 2-30, other applicable Board policies, and procedures of the state for each regular or special meeting.

**ARTICLE VII. AMENDMENTS AND REVIEW**

The Bylaws will be made available to Instructors at the colleges once approved. These Bylaws may be amended by the affirmative vote of a simple majority of the membership at any meeting. These Bylaws will be reviewed annually at the start of the academic year.