

**Bylaws of the  
San Luis Obispo County Adult  
Education Consortium  
Revised for Approval at April 18<sup>th</sup>, SLOCAEC 2024 Board Meeting**

**ARTICLE I- NAME, PURPOSE, PRINCIPLES, FUNDING AND PLANS**

***Section 1: San Luis Obispo County Adult Education Consortium***

The name of the organization shall be San Luis Obispo County Adult Education Consortium (SLOCAEC).

***Section 2: Purpose***

The purpose of the SLOCAEC (herein referred to as "Purpose") is to efficiently use California Adult Education Program (CAEP) funds to provide adults in its region with educational programs as specified by California AB104 and as listed below:

- I. Programs for elementary and secondary basic skills, including classes required for a high school diploma or high school equivalency certificate.
- II. Programs for immigrants in citizenship and English as a second language and workforce preparation classes.
- III. Programs for adults including, but not limited to, older adults, that are primarily related to entry or reentry into the workforce.
- IV. Programs for adults, including, but not limited to, older adults, that are primarily designed to develop knowledge and skills to assist elementary and secondary school children to succeed academically in school.
- V. Education programs for adults with disabilities.
- VI. Short-term career technical education programs with high employment potential.
- VII. Programs offering pre-apprenticeship training conducted in coordination with one or more apprenticeship programs approved by the Division of Apprenticeship Standards.

To ensure uniformity and common practices, members must have the following procedures in place to offer courses and programs outlined in CAEP:

- A course approval process for all courses and programs offered to adult education students.
- A process that reviews and authorizes the approval of course outlines.
- Members must have their course outlines approved by their local boards

Course outlines for all classes offered to adult education students must include the following elements:

- Goals and purpose of course
- Performance objectives or competencies
- Instructional strategies
- Units of study with approximate hours allotted for each unit
- Evaluation procedures

### ***Section 3: Guiding Principles***

SLOCAEC collaboration and implementation to achieve the Purpose will be guided by the following guiding principles (herein referred to as "Principles"):

- I. The SLOCAEC places the highest value on students achieving their goals and to provide access and success to all.
- II. The SLOCAEC strives to help improve the community by providing adults with educational pathways toward workforce and higher education.
- III. The SLOCAEC works together ethically and fairly to allocate financial resources and achieve efficiency in meeting the needs of adult students and achieving its Purpose.
- IV. The SLOCAEC will share the responsibility and accountability for all projects and defined student outcomes.
- V. The SLOCAEC will engage in vital collaboration and adhere to a transparent process of open and honest communication.
- VI. The SLOCAEC will respect individual institutional autonomy and seek efficient solutions that avoid bureaucracy.
- VII. SLOCAEC adheres to a transparent process of open and collegial communication.
- VIII. The SLOCAEC adult education programs are open to all adults in accordance with current laws and regulations.

### ***Section 4: Funding***

- I. The SLOCAEC recognizes members may have multiple revenue streams that directly or indirectly support the purpose of SLOCAEC.
- II. The SLOCAEC recognizes that it will receive an annual allocation of funding from the California Adult Education Program (CAEP).
- III. The SLOCAEC will annually allocate funding for members in accordance with the law and the annual plans and budgets developed and agreed by the Executive Committee.
- IV. The SLOCAEC members' carryover budget will not exceed 20% annually of each members' allocation.
- V. Any SLOCAEC member/s who exceed the 20% carryover threshold will develop a corrective action plan in consultation and collaboration with the consortium and approved by the Executive Committee.

## ***Section 5: Plans***

The SLOCAEC recognizes that the state requires Three Year Plans and Annual Plans in order to receive its annual CAEP funds (herein “Plans”). Thus, the SLOCAEC commits to the collaboration and implementation that will create strong Three Year Plans and Annual Plans that guide the SLOCAEC in its efforts to achieve its Purpose and meet state requirements.

## ARTICLE II — MEMBERSHIP

### ***Section 1: Membership complies with State Law***

Membership to the SLOCAEC is governed by and complies with all current California State legislation, specifically AB104.

### ***Section 2: SLOCAEC Members***

Institutions participating in membership to the SLOCAEC (herein referred to as “Member” or, in the plural, as “Members”) are afforded all rights and responsibilities as outlined by California legislation. The Members of the SLOCAEC include the following organizations:

- San Luis Obispo Community College District (SLOCCCD)
- San Luis Coastal Unified School District (SLCUSD)
- (SLCUSD)
- Lucia Mar Unified School District (LMUSD)
- Templeton Unified School District (TUSD)

Each of the above Members have one voting Representative on the SLOCAEC Executive Committee as stipulated in Article V of these bylaws.

Each of the Members is represented in the Executive Committee by the official designee of their respective local governing boards or elected Superintendent. Additional representatives from each member organization may attend the Executive Committee meetings. All members are expected to abide by the bylaws of SLOCAEC

### ***Section 3: New Member, Member Leaving, and Dismissal of Member***

#### ***Addition of New Member:***

Any organization or institution receiving funding from the State of California for delivery of adult education as described in Assembly Bill 104, Section 9, Article 9, Section 84900, may be added as a member. Such organizations must provide in writing to the Consortium Lead/Point Person the name of the "Official Representative" (and alternate) of the organization, and verification of the funding stream as cited in the legislation.

#### ***Member Leaving:***

Members can voluntarily leave the consortium but must provide written notice thirty (30) days prior to vacating membership. Any member that voluntarily chooses to leave the consortium must return its unused Allocation to the Executive Committee within 30 days of the effective date of leaving. The SLOCAEC Executive Board will determine how to redistribute the allocation returned by the departing member.

#### ***Dismissal of Member:***

Members may be dismissed from the Consortium for the following reasons:

- I. Failure to adhere to laws and regulations governing adult education programs and services. Failure to submit plans.
- II. Failure to adhere to reporting requirements for expenditures and student data.
- III. Failure to designate at least one "official representative" (in writing and approved by the governing board) to serve on the executive committee and represent the interests of the member organization.
- IV. Failure to participate in the decision-making process for development of regional adult education programs and services.
- V. Failure to deliver adult education programs and services in accordance with standards established in AB104, Section 39, Article 9, Section 84900

A member may be dismissed from the consortium by consensus of the Executive Committee if the member has been consistently ineffective in providing services that address the needs identified in the adult education plan and reasonable interventions have not resulted in improvements. The member will be required to submit any reporting and data required of them for current year before being formally dismissed or removed from the consortium.

#### ***Section 4: SLOCAEC Partners***

The SLOCAEC Members have the right to engage agencies and institutions that share the SLOCAEC Purpose and Principles to participate in the consortium as non-voting Members. These agencies (herein referred to as "Partners") are encouraged to assist SLOCAEC Members to achieve their consortium Purpose.

### **ARTICLE III — MEETINGS**

#### ***Section 1 - Regular Planning meetings***

Regular planning meetings: Regular planning meetings of the members and invited partners shall be held as needed, at a time and place designated by consensus. All members and invited partners, as needed, will be notified of scheduled meetings at least 15 days prior to the scheduled meeting.

#### ***Section 2: Executive Committee Meetings***

Quarterly Executive Committee meetings will follow the Brown Act.

#### ***Section 3: Special Meetings***

Special meetings may be called by a consensus of the Executive Committee.

#### ***Section 4: Notice of meetings***

The Executive Committee meetings will be posted at least 72 hours in advance. The agenda and documents for the meeting shall be posted at each member's main office and on the consortium web site.

#### ***Section 5: Majority Vote***

For SLOCAEC meetings, a majority vote shall be all members of the Executive Committee or Board-approved designee

## ARTICLE IV — GOVERNANCE & DECISION MAKING

### ***Section 1: Executive Committee***

The Executive Committee is responsible for reviewing and approving overall policy at the recommendation of the Consortium workgroup.

The Executive Committee will be comprised of the member organizations' officials designated by the local governing boards and agencies.

### ***Section 2: Voting***

Each member will have one vote. In order to cast a vote, all member organizations must be present.

All decisions under the jurisdiction of the Executive Committee will be decided by majority vote. If during voting an amendment is requested, a follow-up vote can be conducted via email. If a majority vote is not met, the vote is directed to the Superintendent, Assistant Superintendent, President, and/or Assistant Vice President of each member for final resolution.

Summary of votes by member

Member	Votes
San Luis Obispo County Community College District	1 vote
San Luis Coastal Unified School District	1 vote
Lucia Mar Unified High School District	1 vote
Templeton Unified School District	1 vote

## **ARTICLE V — COMMITTEES & WORKGROUPS**

### ***Section 1: Committee & Workgroup formation***

The Executive Committee may create workgroups as needed. Workgroups will operate under the direction of the Executive Committee, and be coordinated by a chair appointed by the Executive Committee. Workgroups may be formed/disbanded as needed.

Workgroups will keep an agenda of proceedings and report outcomes to the Executive Committee. Any committees will keep regular minutes of its proceedings and report those minutes to the Executive Committee.

## **ARTICLE VI - FISCAL YEAR**

The fiscal year of SLOCAEC shall run from July 1 to June 30.

## **ARTICLE VII - FISCAL AGENT or DIRECT FUNDING**

The Executive Committee shall vote annually whether to have a direct funding model or a fiscal agent model. If the fiscal agent model is selected, then each member will have an opportunity to offer to be the fiscal agent and propose how they will carry out the duties as fiscal agent. The Executive Committee will then vote and select a member to be the fiscal agent.

### ***Section 1: Fiscal Agent***

A fiscal agent acts as a banker. It processes expenses related to the grant as agreed upon by the Executive Committee. It certifies that the expenditures have been prepared in accordance with applicable federal and state laws and regulations. It works with the Executive Committee to implement fiscal decisions made by the Executive Committee.

### ***Section 2: Direct Funded***

Members receive approved allocations directly from the state. Members certify that the expenditures and reporting in accordance with state laws and regulations.

## **ARTICLE VIII - ALLOCATION OF CAEP**

Annual Allocation of CAEP Funds and its Distribution to SLOCAEC Members

As stated in Article I, Section 3, Clause iii, SLOCAEC Members will work together, ethically and fairly, to allocate financial resources and achieve efficiency in meeting the needs of SLOCAEC students and achieving its Purpose.

The SLOCAEC understands that it will receive an annual consortium-wide allocation of state CAEP funds. The Members will collectively collaborate to distribute these consortium-wide CAEP funds such that Members have adequate funding to work individually and achieve the consortium

Purpose.

The SLOCAEC members commit to determining Member Allocation in a transparent manner using reasonable data such as student enrollment and performance. The SLOCAEC Executive Committee will vote on member allocation of CAEP funds, Annual Funding Mechanism (direct funding or fiscal agent), and Consortium Fiscal Administration Declaration (CFAD).

***Section 1: Reduction/ Redistribution of Member Allocation***

The Executive Committee may reduce a member's Allocation for the following reasons:

- I. The member no longer wishes to provide services consistent with achieving the SLOCAEC Purpose and the SLOCAEC Annual Plan.
- II. The member cannot provide services that address the needs identified in the SLOCAEC three-year plan.
- III. The member has been consistently ineffective in providing services that address the needs identified in the SLOCAEC plans.
- IV. The Corrective Action Plan does not resolve the excess member carryover.
- V. The member has been consistently ineffective in providing services that address the needs identified in the SLOCAEC plans.

**ARTICLE IX - PROCESS TO APPROVE AND AMEND BYLAWS**

***Section 1: Process to Approve Bylaws***

The process of editing and revising the Bylaws of the SLOCAEC will be completed during Executive Committee meetings. At the first Committee meeting of the fiscal year, the first action of the Committee will be to present the Bylaws of the San Luis Obispo County Adult Education Consortium.

***Section 2: Process to Amend Bylaws***

The Bylaws of the San Luis Obispo County Adult Education Consortium will be reviewed annually, but may be altered or amended by the Executive Committee at any Committee meeting by consensus, provided that notice of the proposed Bylaws change was sent to each consortium member and Representative at least 15 days prior to the Committee meeting. The Executive Committee may create committees as needed. Committees will operate under the direction of the Executive Committee and coordinated by a chair appointed by the Executive Committee.

Any committees will keep regular minutes of its proceedings and report those minutes to the Executive Committee.

