

**San Luis Obispo County Adult Education Consortium**  
**Bylaws**  
October 2019

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

***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 SLOCAEC is to implement the comprehensive plan developed through the California Adult Education Program and revisions to the plan, as needed, to better provide adults in our region with the following programs specified within current legislation:

- I. Programs in elementary and secondary skills, including those leading to a high school diploma or high school equivalency certificate.
- II. Programs for immigrants in citizenship, ESL, and workforce preparation.
- 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. Programs for adults with disabilities.
- VI. Programs in career technical education that are short term in nature 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.

The Consortium accomplishes this mission by working closely with member and partner organizations to address regional gaps in adult education programs, provide seamless transitions for students, accelerate student progress towards goals, and provide professional development for faculty and staff. In doing so, SLOCAEC will ensure that the projects, activities and strategies undertaken are aligned with the objectives of the legislation for the adult education program.

***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. SLOCAEC places the highest value on students achieving their goals and to provide access and success to all.
- II. SLOCAEC strives to help improve the community by providing adults with educational pathways toward workforce and higher education.
- III. SLOCAEC works together collaboratively and fairly to allocate financial resources and achieve efficiency in meeting the needs of our adult students.
- IV. SLOCAEC shares responsibility and accountability for all project and student outcomes.

- V. Adult education programs are open to all adults in accordance with current laws and regulations.
- VI. SLOCAEC adheres to a transparent process of open and collegial communication.

***Section 4: Funding***

- I. SLOCAEC recognizes members may have multiple revenue streams that directly or indirectly support the purpose of SLOCAEC.
- II. SLOCAEC recognizes that it will receive an annual allocation of funding from the California Adult Education Program (CAEP).
- III. 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.

**ARTICLE II — MEMBERSHIP**

***Section 1:*** Membership in SLOCAEC is governed by current California State legislation.

***Section 2:*** The members of SLOCAEC are:

- I. San Luis Obispo Community College District (SLOCCCD)
- II. San Luis Coastal Unified School District (SLCUSD)
- III. Lucia Mar Unified School District (LMUSD)
- IV. Templeton Unified School District (TUSD)

***Section 3:*** Each of the organizations in Article II 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 4:*** Non-voting membership: The Executive Committee shall have the authority to establish and define non-voting categories of membership. Other organizations serving adults in the SLOCAEC region may be invited to participate in the consortium as non-voting members.

***Section 5:*** SLOCAEC Partners

The SLOCAEC members have the right to invite 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 goals.

***Section 6:*** 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 39, 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.
- II. Failure to submit annual plans.
- III. Failure to adhere to reporting requirements for expenditures and student data.
- IV. 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.
- V. Failure to participate in the decision making process for development of regional adult education programs and services.
- VI. Failure to deliver adult education programs and services in accordance with standards established in AB 104, 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.

### ARTICLE III — MEETINGS

**Section 1:** 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: Bi-Annual Executive Committee meetings will be open to the public at a time and location which will be designated by the Chair and approved by the Executive Committee. At the last consortium meeting of the program year, the Executive Committee shall elect a Chair and Co-chair for the following year. At these meetings the Executive Committee will receive reports on the activities of the Consortium members in relation to the annual and three-year plans and budget and expenditures to date. Opportunities will be provided for public comment.

**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:** Quorum: For SLOCAEC meetings, a quorum shall be all members of the Executive Committee. Meetings may still be held without a quorum for the purpose of presentation or discussion. However, no actions or voting may take place without a quorum.

### ARTICLE IV —GOVERNANCE & DECISION MAKING

**Section 1:** Role: The Executive Committee is responsible for overall policy and direction of the Consortium. The Executive Committee will be comprised of the member organizations’ officials designated by the local governing boards and agencies.

**Section 2:** Officers and Duties: There shall be two officers of the Executive Committee, consisting of two Co-chairs. The Co-Chairs will consist of a K-12 and Community College district member. Their duties are as follows:

A Co-chair shall preside at all meetings of the Executive Committee, prepare the meeting agendas and supporting materials, post scheduled meetings, and perform other duties, which may be assigned by the Executive Committee.

**Section 3:** Voting:

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

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

All decisions under the jurisdiction of the Executive Committee will be decided by consensus. If consensus cannot be reached the Co-chairs will attempt resolution. If resolution and consensus is not met through the Co-chair process the vote is directed to the Superintendent, Assistant Superintendent, President, and/or Assistant Vice President of each member for final resolution.

## 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.

Any workgroups will keep an agenda of its proceedings and report outcomes to the Executive Committee.

## ARTICLE VI – FISCAL YEAR

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

## **ARTICLE VIII – 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 grant 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.

## **ARTICLE IX– ALLOCATION OF CAEP FUNDS**

**Section 1:** Additional funding or cost of living adjustments (COLA) distributions will be discussed during Executive Committee meetings. Members are required to provide a rationale for requesting Allocation.

**Section 2:** Reduction/ Redistribution of Member Allocation

- I. The Executive Committee may reduce a member's Allocation for the following reasons:
- II. The member no longer wishes to provide services consistent with achieving the SLOCAEC Purpose and the SLOCAEC Annual Plan.
- III. The member cannot provide services that address the needs identified in the SLOCAEC three year plan. The member has been consistently ineffective in providing services that address the needs identified in the SLOCAEC Plan and reasonable interventions have not resulted in improvements.

The member must return unused Allocation to the Executive Committee within 30 days of written notification of forfeiture of funds.

## **ARTICLE X – 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 Board meeting of the fiscal year, the first action of the Board 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.