

# **Bylaws of the Citrus College Adult Education Consortium**

## **ARTICLE I — NAME, PURPOSE, PRINCIPLES, AND FUNDING**

### *Section 1: Consortium Name*

The name of the organization shall be the Citrus College Adult Education Consortium (herein referred to as the “CCAEC”).

### *Section 2: Purpose*

The purpose of the CCAEC (herein referred to as “Purpose”) is to create and implement an Annual Plan (herein referred to as “Plan”) to better provide adults in its region with all of the following as specified by current legislation:

- 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.

### *Section 3: Guiding Principles*

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

- i. The CCAEC places the highest value on students achieving their goals.
- ii. The CCAEC strives to help improve the community by providing adults with educational pathways to the workforce and higher education.
- iii. The CCAEC will work together ethically and fairly to allocate financial resources and achieve efficiency in meeting the needs of CCAEC students.
- iv. The CCAEC will share responsibility and accountability for all projects and defined student outcomes.
- v. Adult education programs will be open to all without discrimination. Access and success must never be compromised.

- vi. The CCAEC will engage in vital collaboration and adhere to a transparent process of open and honest communication.
- vii. The CCAEC will respect individual institutional autonomy and seek efficient solutions that avoid bureaucracy.

#### *Section 4: Funding*

- i. The CCAEC recognizes members and partners have multiple revenue streams that directly or indirectly support the Purpose and Plan of the CCAEC. All CCAEC members will provide each consortium member total amount the Maintenance of Effort (herein referred to as “MOE”), Apportionment, and Categorical Funding they are receiving to administer their programs.
- ii. The CCAEC recognizes that it will receive an annual allocation of funding from the Adult Education Block Grant (AEBG) (herein referred to as “Allocation”).
- iii. The CCAEC recognizes it is responsible for approving the amount of MOE each Adult Ed member receives as required by legislation. The consortium will annually approve base funding to each Adult Education member at the funding level of no less than the Maintenance of Effort funding provided by the state for the 2015-16 school year. This annual approval is subject to funding provided by the state.
- iv. The CCAEC will strive to distribute the Allocation to CCAEC members to address gaps in services to support all members in their efforts to achieve the consortium Purpose and Plan with a clear understanding by all members that the Allocation will be spent in accordance with the Plan.

## ARTICLE II — MEMBERSHIP

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

Membership to the CCAEC is governed by and complies with all current California State legislation, specifically AB104 and AB86.

### *Section 2: CCAEC Members*

Institutions participating in membership to the CCAEC (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 CCAEC include the following organizations:

Citrus College (CC)  
Azusa Unified School District (AUSD)  
Claremont Unified School District (CUSD)  
Duarte Unified School District (DUSD)  
Glendora Unified School District (GUSD)

## Monrovia Unified School District (MUSD)

The above members have a voting seat on the CCAEC Executive Board as stipulated in Article III of these bylaws.

### *Section 3: CCAEC Partners*

The CCAEC members have the right to invite agencies and institutions that share the CCAEC Purpose and Principles to participate in the consortium as non-voting members. These agencies (herein referred to as “Partners”) are encouraged to assist CCAEC members to achieve their goals.

### *Section 4: Removal of Members, Members Leaving or Addition of New Members*

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 Allocation to the fiscal agent within 15 days of the effective date of leaving, or as stipulated in Article IX, Section 1. The CCAEC Executive Board (described in Article III) will determine how to redistribute the Allocation returned by the departing member.

The decision to add a new member require a two-thirds majority vote. The decision to remove a current member requires each Representative (as defined in Article III, Section 1) to obtain the acknowledgement and approval from the Superintendent/President of the member institution. Vote for approval to remove a member must be a two-thirds majority.

## ARTICLE III — CCAEC EXECUTIVE BOARD

### *Section 1: Composition and Responsibility of the Executive Board*

Each of the organizations listed in Article II, Section 2 will appoint a Representative (herein referred to as “Representative”) to serve as a voting participant on the CCAEC Executive Board (herein referred to as “the Board”). Each CCAEC member will have one Representative serving on the Board and all Representatives are expected to abide by the bylaws of the CCAEC. Each member Representative is expected to know adult education and college systems, processes, and budgetary issues that could affect the consortium Purpose and Plan.

The Board of the CCAEC is responsible for overall policy and direction of the consortium. The Board votes on issues the CCAEC members deem critical to achieving the Purpose of the CCAEC. The Board must make all reasonable efforts to include member, partner, and public input and dialogue when deliberating and voting upon issues put before the Board.

## *Section 2: Appointment to the Board, Terms and Compensation*

The Representative to the Board must be appointed and approved by the member institution's governing board, which determines the Representative's term of service. The Representative must be employed by the member institution while serving on the Board. The Board must retain records of Representative approval by member governing board. The Representative is the designee of the member institution for all policy directives and Board votes. Representatives receive no compensation to serve on the Board.

## *Section 3: Voting and Decision Approval*

For issues brought before the Board for vote, each member Representative has one vote.

In the case a Representative is not able to be present for a Board vote the Representative may name a Proxy (herein referred to as "Proxy") to vote on behalf of the member Representative. Notification of intent to use a Proxy must be delivered in writing to the Board Chairperson within a reasonable time in advance of the Board meeting. Representatives can have a standing Proxy, which would require no advanced notice.

All decisions under the jurisdiction of the Board will be decided by a simple majority vote unless otherwise indicated in these by-laws. It is suggested that whenever possible Board Representatives strive for unanimous decisions as a demonstration of consortium cohesion and collaboration.

## *Section 4: Officers and Duties*

There shall be two officers of the Board, consisting of a Chairperson (herein referred to as "Chair") and Vice-chairperson (herein referred to as "Vice-chair"). Their duties are as follows:

- i. The Chair will preside over all Board meetings and will determine the Board meeting Agenda (herein referred to as "Agenda") with input from member institutions. The Chair will sign all consortium documents that require a Board signature. The Chair will perform other duties as assigned by the Board.
- ii. The Vice-chair will act as Chair in the Chair's absence and will perform other duties as temporarily assigned by the Board.

## ARTICLE IV — STAFF

### *Section 1: Support Staff*

The Board has the right to hire staff (herein referred to as "Staff") as needed to support the CCAEC Purpose. The Board must vote to determine how funding for Staff will be

procured. The governing board designates duties as necessary for Staff to successfully support the CCAEC Purpose.

## ARTICLE V — MEETINGS

### *Section 1: Planning Committee Meetings*

Regular Planning Committee meetings of the members are critical to the success of the CCAEC in achieving its Purpose and creating the consortium Plan. Planning Committee meetings will be held as needed, at a time and place designated by the Board, or its designee, or Staff. All members and partners will be notified of scheduled Planning Committee meetings in a reasonable timeframe before a scheduled meeting and are expected to be present and engaged in the process to create and implement the Plan.

### *Section 2: Executive Board Meetings*

All CCAEC Board meetings will occur once a month and will be open to the public. The Board will develop a 6-month calendar of Board meetings that will contain location, dates, and times of all meetings. This calendar will be posted on the CCAEC website. Notification of individual board meetings will be posted on the CCAEC website and at the hosting member institution at least 72 hours in advance of the meeting.

At the first Board meeting, and at every meeting one year after the first Board meeting, the Board will elect the Chair and Vice-chair.

The Board is responsible for providing the meeting Agenda 72 hours in advance of the meeting. While the Chair is responsible for determining the Agenda with member input, the Chair can employ Staff to complete the physical production and website posting of the agenda.

At Board meetings, the Board will receive reports on the activities of the consortium members in relation to the plan from Staff and members. Opportunities will be provided for public input.

### *Section 3: Notice of meetings:*

At least 72 hours prior to a public board meeting, the agenda shall be posted at the hosting member's main office and on the consortium web site in a location easily accessible by the public.

### *Section 4: Quorum*

For meetings of the CCAEC, a quorum shall be the majority of the Board. Meetings may still be held without a quorum for purpose of presentation or discussion. However, no actions or voting may take place without a quorum.

### *Section 5: Voting:*

Members shall attempt to reach decisions by consensus as directed by our guiding principles. However, if a clear consensus cannot be obtained, decisions shall be reached by a majority vote. Each member of the governing board shall be entitled to one vote per motion. Proxy voting is permitted.

#### *Section 6: Board Minutes*

The Board is responsible for providing minutes for all regularly scheduled or special Board meetings. The Board can employ Staff to complete minutes for each meeting and have Staff include these minutes in the following meeting's agenda. Approved minutes will be posted on the CCAEC website once approved.

#### *Section 7: Special Meetings*

Special meetings may be called by the Chair, or by a simple majority of the Board.

### ARTICLE VI — COMMITTEES

#### *Section 1: Committee Formation*

The Board may create committees as needed. Committees will operate under the direction of the Board and be coordinated by a committee chair appointed by the Board.

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

### ARTICLE VII – FISCAL YEAR

#### *Section 1: Fiscal Year*

The fiscal year of CCAEC will run from July 1 to June 30.

### ARTICLE VIII – FISCAL AGENT or DIRECT FUNDING

#### *Section 1: Determination of Fiscal Agent and Conditions to Change Agent*

At the first Board meeting, Representatives will vote whether to utilize a direct funding model or a consortium fiscal agent. This vote will be binding for a three year period, unless the fiscal agent engages in financial malfeasance and the Board determines the fiscal agent needs to be replaced.

At that time the Board will vote again to utilize a direct funding model or a fiscal agent. If the Board agrees to utilize a fiscal agent, each member institution will be allowed to make the case as to why it should serve as the CCAEC fiscal agent. The Board will then elect a new fiscal agent from the member institutions.

### ARTICLE IX – ALLOCATION OF AEBG FUNDS

#### *Section 1: Distribution of Initial Allocation of AEBG Funds*

As stated in Article I, Section 3, Clause iii, CCAEC members will work together, ethically and fairly, to allocate financial resources and achieve efficiency in meeting the needs of CCAEC students. Thus, initial distribution of AEBG Allocation will be done in a fair, transparent method to address gaps individual members have in achieving the CCAEC Purpose. Allocation deliberations during Planning Committee meetings are expected to be thoughtful and professional. Members are required to provide a rationale for requesting Allocation. The Planning Committee decisions will be passed on to the Board. The Board vote for Allocation can be approved by simple majority.

### *Section 2: Reduction of Member Allocation*

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

- i. The member no longer wishes to provide services consistent with achieving the CCAEC Purpose and the CCAEC Annual Plan.
- ii. The member cannot provide services that address the needs identified in the CCAEC.
- iii. The member has been consistently ineffective in providing services that address the needs identified in the CCAEC Plan and reasonable interventions have not resulted in improvements.

The member must return unused Allocation to the fiscal agent within 15 days of written notification of forfeiture of funds. As outlined in Article II, Section 4, the Board will determine how to redistribute forfeited Allocation 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 CCAEC will be completed during Planning Committee meetings. At the first Board meeting, the first action of the Board will be to approve the Bylaws of the Citrus College Adult Education Consortium without revision.

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

The Bylaws of the Citrus College Adult Education Consortium may be altered or amended by the Executive Board at any Board meeting by a simple majority vote, provided that notice of the proposed Bylaws change was sent to each consortium member and Representative at least 7 days prior to the Board meeting.