

# **Bylaws of the South Orange County Regional Consortium**

## **ARTICLE i: General Provisions**

### **Section 1: Name**

The name of the organization shall be South Orange County Regional Consortium (SOCRC).

### **Section 2: Purpose**

The purpose of SOCRC is to implement the comprehensive plan developed through the AB 86 Adult Education Consortium Planning Grant and revisions to the plan, as needed, to better provide adults in its region with the following programs specified within current legislation:

- Programs in elementary and secondary skills, including those leading to a high school diploma or high school equivalency certificate.
- Programs for immigrants in citizenship, ESL, and workforce preparation.
- Programs for adults, including, but not limited to, older adults, that are primarily related to entry or reentry into the workforce.
- 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.
- Programs for adult with disabilities.
- Programs in career technical education that are short term in nature with high employment potential.
- 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**

SOCRC Vision Statement: Empowering Adult Learners for Lifelong Success. SOCRC Mission Statement: The mission of the SOCRC is to equip adult learners with the life, language, and career skills to achieve their personal and professional goals, and become active members of their communities.

### **Section 4: Funding**

- The SOCRC recognizes members have multiple revenue streams that directly or indirectly support the purpose of the SOCRC.
- The SOCRC recognizes that it will receive an annual allocation of categorical funding from the California Adult Ed Program (CAEP).

- The SOCRC will annually allocate funding for service providing members of the consortium in accordance with State legislation, and the annual plans and budget developed and agreed upon by the Executive Committee (as defined in Article II, Section 3)
- The SOCRC recognizes it is responsible for approving the amount of CAEP funding each service providing 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 prior year CAEP allocation provided by the state ( per state guidelines). The consortium will also annually approve any CAEP COLA allocation, if provided per state guidelines. This annual approval is subject to funding and funding guidelines provided by the state.
- Mandated and contract negotiated cost increases of each individual district will be considered first in developing the annual budget before CAEP funding is considered for other projects as identified in the consortium’s annual plan.

## **ARTICLE II — MEMBERSHIP**

**Section 1:** Membership in SOCRC is governed by current California state legislation.

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

- Capistrano Unified School District (CUSD)
- Coastline Regional Occupational Program (Coastline ROP)
- College and Career Advantage (CCA)
- Irvine Unified School District (IUSD)
- Irvine Valley College (IVC)
- Laguna Beach Unified School District (LBUSD)
- Orange County Department of Education (OCDE)
- Saddleback College (SC)
- Saddleback Valley Unified School District (SVUSD)
- Tustin Unified School District (TUSD)

**Section 3:** Each of the organizations in section 2 is represented in the Executive Committee by the official designated by 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 SOCRC.

**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 SOCRC region may be invited to participate in the consortium as non-voting members.

## **ARTICLE III — MEETINGS**

### **Section 1: Planning meetings**

Regular planning meetings of the members and invited partners shall be held monthly, at a time and place designated by the Co-Chairs. All members and invited partners, as needed, will be notified of scheduled meetings at least 15 days prior to a scheduled meeting. The purpose of regular planning meetings will be to collaboratively work on goals set forth in the 3-year and annual plan as well as other items related to the effective and efficient continuous improvement of programs and services in our consortium.

### **Section 2: Quarterly Consortium meetings**

There will be quarterly meetings (August, October, January, and April) of the Executive Committee, open to the public, taking place at a time and location which will be designated by the Co-Chairs and approved by the Executive Committee. At the meeting in the first quarter, August, the Executive Committee shall elect two Co-Chairs (one representing the community colleges and one representing K-12's). 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 (those outside of a monthly planning meeting or quarterly consortium meeting) may be called by the Co-Chairs, or a simple majority of the Executive Committee.

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

The Quarterly Consortium and special meetings will be noticed 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 web site of each Consortium member.

### **Section 5: Quorum**

For meetings of the SOCRC, a quorum (6 members) shall be the simple majority of the Executive Committee. 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 6: Voting**

Decisions shall be reached by a simple majority vote (see below description of votes). Proxy voting shall be permitted, as long as there is documentation provided that shows that the proxy vote is approved by the member organization's governing board and on file with the consortium at time of the vote. In the event of a designee change, new documentation will be submitted by the member identifying the member organization's governing board approved member and approved proxy.

## **ARTICLE IV — EXECUTIVE COMMITTEE**

### **Section 1: Role, size, and compensation**

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.

### **Section 2: Officers and Duties**

There shall be two officers of the Executive Committee, consisting of co-chairs. Their duties are as follows: The Co-Chairs (one from Community College and one from K-12 district) shall preside at all meetings of the Executive Committee, prepare the meeting agendas and supporting materials, and perform other duties, which may be assigned by the Executive Committee.

There shall also be a Primary Contact for the SOCRC, which shall be designated by the Executive Committee co-chairs if the consortium selects Fiscal Agency, or shall be selected by a vote of the Executive Committee if the consortium selects Direct Funding. The duty of the SOCRC Primary Contact under Fiscal Agency shall be to oversee and coordinate all necessary state reporting documents and provide them to the state by the given deadline. The duties of the SOCRC Primary Contact under Direct Funding shall be to oversee and coordinate all necessary state reporting documents and provide them to the state by the given deadline, and to oversee the funding and contracts for projects and activities of the consortium.

Should a co-chair leave during the year, a vote will take place to elect a new co-chair.

### **Section 3: Voting**

Each member will have a minimum of one vote. In order to cast a vote, at least six of the ten member organizations must be present (quorum must be reached). In case of a tie, discussion will continue until simple majority is reached.

### **Summary of votes by member**

Capistrano Unified School District (CUSD) - 1 vote  
Coastline Regional Occupational Program (Coastline ROP)-1 vote  
College and Career Advantage (CCA)-1 vote  
Irvine Unified School District (IUSD)-1 vote  
Irvine Valley College (IVC)-1 vote  
Laguna Beach Unified School District (LBUUSD)-1 vote  
Orange County Department of Education (OCDE)-1 vote  
Saddleback College (SC)-1 vote  
Saddleback Valley Unified School District (SVUSD)-1 vote  
Tustin Unified School District (TUSD)-1 vote

All decisions under the jurisdiction of the Executive Committee will be decided by a simple majority vote unless otherwise indicated in these by-laws.

The voting structure will be reviewed annually in the spring. Maintaining one vote per member is contingent upon effective and consistent participation in the work of the Consortium. The Executive Committee will evaluate the effectiveness of member participation.

Member effectiveness will be defined as

- 1) regular attendance and participation at planning and quarterly meetings;
- 2) participation and contribution to the development of the annual and three-year plan;
- 3) financial expenditures are aligned to annual and three-year plan goals and CAEP guidelines;
- 4) funds are expended in a timely manner in accordance with CAEP guidelines.

A process will be developed, as needed, to determine member ineffectiveness and interventions in accordance with CAEP guidelines and EC 84914.

## **ARTICLE V — COMMITTEES**

### **Section 1: Committee formation**

The Executive Committee may create committees as needed. Committees will operate under the direction of the Co-Chairs and coordinated by a chair appointed by the co-chairs in consultation with the executive committee. Any committees will keep regular minutes of its proceedings and report those minutes to the Co-Chairs and Executive Committee.

## **ARTICLE VI – FISCAL YEAR**

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

## **ARTICLE VII – AMENDMENTS**

The Bylaws may be altered or amended at any properly published meeting of the Executive Committee by two-thirds vote (7 out of the 10 members). Members shall review and discuss proposed changes at one meeting providing additional comments or changes by Executive Committee members and the public, wherein changes will be approved at a subsequent meeting provided that notice of the proposed changes have been sent to each Executive Committee member at least seven (7) days prior to the meeting.

## **ARTICLE VIII – FISCAL AGENT or DIRECT FUNDING**

The Executive Committee shall vote annually in April, prior to the time CFAD (Consortium Fiscal Administration Declaration) is due, 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 the member to be the fiscal agent. The fiscal agent will also be responsible for compliance auditing. Every two years (Beginning in August 2019), the SOCRC will review and approve the bylaws to ensure that they are timely, accurate, and comply with current CAEP guidelines and Ed Code.

### **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.

### **Section 2:Direct Funding**

With direct funding CAEP categorical funding will be disbursed to each member directly according to the approved consortium CFAD. Each member will be responsible for oversight and compliance of the spending of funds in accordance with CAEP legislation.

### **Section 3: Determination of Fiscal Administration Model**

The funding model for the Consortium will be determined yearly, prior to the time the CFAD is submitted to the State, and voted on at a quarterly consortium meeting. Funding will be determined in accordance with CAEP guidelines and EC 84914.

### **Section 4: Approval of Capital Expenditures**

While determination of budget and expenditures is the responsibility of each funded agency, capital outlay over \$100,000 requires prior approval of the Executive Committee and will be presented for approval at a quarterly Executive Committee meeting.