ABOUT STUDENTS Regional Consortium for Adult Education

Bylaws

ARTICLE I — NAME AND PURPOSE

Section 1: Name
The name of the organization shall be ABOUT STUDENTS Regional Consortium for Adult Education (ABOUT STUDENTS).

Section 2: Purpose
The purpose of ABOUT STUDENTS is to create and implement the regional comprehensive and annual plans to better provide adults in the Riverside region with all of the following programs as specified by current legislation:

- Programs in elementary and secondary basic skills, including programs leading to a high school diploma or high school equivalency certificate.
- Programs for immigrants eligible for educational services in citizenship, English as a second language, 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 adults with disabilities.
- Programs in career technical education that are short term in nature and have high employment potential.
- Programs offering pre-apprenticeship training activities conducted in coordination with one or more apprenticeship programs approved by the Division of Apprenticeship Standards for the occupation and geographic area.

Section 3: Guiding Principles

- The ABOUT STUDENTS Consortium is committed to providing services and activities centered on students and their achievements.
- The ABOUT STUDENTS Consortium strives to help improve the community of adult education providers by building collaborative relationships.
- The ABOUT STUDENTS Consortium will work together with a belief of collective responsibility serving the students in the Riverside region.
- The ABOUT STUDENTS Consortium will operate in an environment of shared collaboration that includes all stakeholder representation.
The ABOUT STUDENTS Consortium is dedicated to working together to support students achieving their goals.

Section 4: Funding

- The ABOUT STUDENTS recognizes members have multiple revenue resources that directly or indirectly support the purpose of adult education.
- The ABOUT STUDENTS recognizes that it will receive an annual allocation of dedicated funding from the California Adult Education Program (CAEP).
- The ABOUT STUDENTS will annually allocate funding for members in accordance with the law and the approved annual plans and budgets.
- The ABOUT STUDENTS will strive to allocate additional increased allocations to support gaps in Maintenance of Capacity and gaps in instructional services.
- The ABOUT STUDENTS members acknowledge and agree to adhere to the ABOUT STUDENTS Fiscal Reporting Agreement.

ARTICLE II — MEMBERSHIP

Section 1: Membership in ABOUT STUDENTS is governed by current California State legislation.

Section 2: The governing board of ABOUT STUDENTS includes one officially appointed member from each of the following organizations:

- Alvord Unified School District
- Corona-Norco Unified School District
- Jurupa Unified School District
- Moreno Valley Unified School District
- Riverside Community College District
- Riverside County Office of Education
- Riverside Unified School District
- Val Verde Unified School District

Section 3 – Each of the organizations in section 2 will appoint a representative to serve as a
member on the ABOUT STUDENTS governing board. All members are expected to abide by
the bylaws of ABOUT STUDENTS.

Section 4 - Non-voting partners: The governing board welcomes the participation and values
input of its non-voting partners. Other organizations serving adults in the Riverside region may
be invited to participate in the consortium as non-voting members.

Section 5 – Rights and Responsibilities:
All active and members in good standing have the following rights:
- Members have the right to participate in the decision making process for the
development of regional adult education programs and services.
- Members have the right to funding for staff, facilities, equipment, outreach, and
professional development associated with the delivery of regional adult education
programs and services.

All active and members in good standing have the following responsibilities:
- Members shall adhere to the laws and regulations governing adult education programs
and services including submission of annual plans and reporting requirements for
expenditures, and student data.
- Members shall actively participate in consortium meetings, activities, and the
decision-making process for development of regional adult education programs and
services.
- Members shall adhere to guidelines as published by the California Adult Education
Office, such as but not limited to: the Program Guidance, Allowable Use Guide, and
General Assurances.

Section 6 – Dismissal of Members
Members may be dismissed from the consortium for any one or more of the following reasons:
- Failure to adhere to laws and regulations governing adult education programs and
services.
- Failure to submit information for the annual plans.
- Failure to adhere to reporting requirements for expenditures and student data.
- Failure to participate in the decision making process for development of regional adult
education programs and services.
- Failure to deliver adult education programs and services in accordance with standards
established in AB 104, Section 39, Article 9, Section 84900.
- After mediation has been exhausted, members out of compliance with state and/or local
guidelines may be dismissed from the consortium.
ARTICLE III — MEETINGS

Section 1 - Regular meetings: Regular meetings of the ABOUT STUDENTS Consortium shall be held on the second Monday of each month. If a holiday occurs on the second Monday, the meeting will be held on the next available Monday. Regular scheduled meetings can be adjusted with the consent of the voting members. All regular consortium meetings are open to the public.

Section 2 - Special meetings: Special meetings may be called by the Consortium Chairperson, or a simple majority of the governing board.

Section 3 - Notice of meetings: At least 72 hours prior to a public meeting, the agenda shall be posted at one or more locations freely accessible to the public.

Section 4 - Quorum: For meetings of the ABOUT STUDENTS, a quorum shall be the majority of the governing board. 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.

Section 5 - Voting: Members shall reach decisions by a majority vote, in the spirit of consensus. Each member of the governing board shall be entitled to one vote per motion. If the result of a vote is a tie, the motion does not pass. Proxy voting and absentee ballots are permitted. If the officially appointed member representative is absent, an alternate is permitted to vote on behalf of the member with a written statement from the official representative.

ARTICLE IV — GOVERNING BOARD

Section 1 - Board role, size, responsibilities: The governing board is responsible for overall policy, direction, and decision-making activities of the consortium. The governing board is composed of each officially appointed representative of the eight consortium members. The governing board members are expected to attend 80% of consortium meetings to adequately perform their duties as member representatives.

Section 2 - Terms: All governing board members are appointed by the governing board of their local district. The term of service is determined by the local district.

Section 3 – Consortium Chairperson: The Consortium Chairperson shall be a voting member and appointed by the ABOUT STUDENTS governing board. Prior to June 30th of each year this role will be filled by a voting member who is nominated and approved during a public Consortium meeting. The Chairperson role may rotate among voting members annually.

The duties of the Consortium Chairperson are as follows:

- Coordinates About Students Regional Consortium regional strategies and objectives for the benefit of adult education programs in the geographical region.
- Establishes, delivers, and manages professional development efforts.
- Coordinates consortium-level data collection, analysis, and reporting, learner assessment, curriculum alignment, and pathway development priorities on behalf of members and partners.
- Coordinates and monitors regional strategies and objectives established by About Students Regional Consortium members.
- Conducts research to inform annual and 3-year California Adult Education Program (CAEP) consortium plans
- Facilitates member discussions to determine professional development needs and coordinate delivery of training.
- Provides support for members' learner assessment strategies, procedures and reporting.
- Coordinates development of academic and career technical education pathways.
- Leads efforts and supports tasks and activities related to alignment of courses and learner standards.
- Identifies and manages implementation of priority CAEP strategies, identifies curriculum and instructional resources aligned to authorized program areas.
- Designs communications to promote consortium activities.
- Establishes strategies and creates resources to assist with member and partner learner recruitment and retention.
- Presents About Students Regional Consortium program and project information at meetings and educational conferences.
- Directs and monitors the work of Consortium support staff.
- Performs related duties as assigned.
- The terms and conditions of the Consortium Chairperson is determined by the consortium governing board.
- Unless otherwise determined, the Consortium Chairperson’s stipend will be $12,000 per year to be reviewed every 6 months to determine the need to adjust. This stipend will be paid through the Consortium leadership funds with $6000 being paid in August and $6000 being paid in January.

Section 4 – Removal:
A governing board member may be replaced or be asked to leave by the consortium if, by a majority vote, they are determined to be not in good standing due to prohibitive obstruction of the progress of the consortium.
A consortium member, partner or other participating institution may be replaced or asked to leave by the consortium if, by a majority vote, they are determined not to be in good standing.

ARTICLE V — COMMITTEES
Section 1 - Committee formation:
The governing board or the Consortium Chairperson may create committees as needed. Committees will be established to develop and implement consortium activities and plans. Committees will provide recommendations to the consortium governing board for final approval on consortium activities and plans. Committees may be made up of representatives from each member. Representatives may include teachers, support staff, or administration and are assigned by each member.

ARTICLE VI — STAFF
Section 1 – With the approval of the governing board, the Consortium Chairperson has the right to hire staff, as needed. All staff expenses will be supported within parameters of the consortium leadership budget.
ARTICLE VII – FISCAL YEAR
Fiscal Year – The fiscal year of ABOUT STUDENTS shall run from July 1 to June 30.

ARTICLE VIII – AMENDMENTS
The bylaws may be altered or amended at any properly published meeting of the consortium by two-thirds vote of the total consortium membership, provided that notice of the proposed change has been sent to each consortium member at least 7 days previous to the meeting.

ARTICLE IX – FISCAL AGENT or DIRECT FUNDING
The governing board shall vote annually on the funding structure of the consortium. The governing board will select to use the direct funded model or to use the fiscal agent model for allocation distribution.

If the governing board selects the fiscal agent model, each member will have an opportunity to propose how it will carry out the duties as fiscal agent. If no member submits a proposal for serving as the fiscal agent, the consortium will use the direct funding model, by default.