

Bylaws of GatewaySCV: The Santa Clarita Valley Adult Education Consortium

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

1: Consortium Name

The name of the organization shall be the GatewaySCV (Gateway Santa Clarita Valley)

Section 2: Purpose

The purpose of GatewaySCV (herein referred to as “Purpose”) is to create and implement plans and programs 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.
- vi. 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

College of the Canyons (COC) and the William S. Hart Union High School District (Hart District) have established collaborative efforts over 45 years. As the only community college and high school district in the service area, the two school districts have representatives serving on each other’s advisory committees relating to adult education programs and career technical education (CTE) initiatives. The districts work collaboratively on concurrent/dual enrollment initiatives and have a variety of memorandum of understanding agreements in place for programs offered on campuses in both districts. The respective district boards meet annually in a joint meeting to share initiatives and work together on providing a united effort for adult education. The historical relationship of collaboration between the two districts provides a solid foundation for planning and implementation of the new adult education requirements. There is extensive, ongoing, and open communication regarding the providing of services and programs to support student and adult learning in our region. The districts have developed strategies for balancing

programs and offerings so there is not a duplication of effort. Our intent is to continue this type of collaboration as we work together on providing comprehensive adult education to the Santa Clarita Valley.

1. Ensure aligned and coordinated curriculum among providers of adult education in GatewaySCV in the following areas:
 - a. CTE: preparation, short-term training, and apprenticeship
 - b. Basic skills/adult secondary education (high school diploma or equivalency)
 - c. Immigrant education (ESL and citizenship)
 - d. Adults providing support to school-aged children
 - e. Adults with disabilities needing basic skills education and CTE preparation
2. Deliver relevant programs and courses in strategic geographical locations to meet the needs of the community.
3. Provide coordinated programs and courses in the GatewaySCV-defined areas of adult education.
4. Provide resources and student support services to ensure the successful completion of programs and courses enabling student transitions to further education and/or the world of work.
5. Provide professional development opportunities to faculty and staff in the following areas:
 - a. Discipline content: currency and relevance
 - b. Effective and appropriate teaching strategies and techniques, including contextualized learning
 - c. Principles of adult learning and cultural diversity
 - d. Pathways and transitions from education to industry

Section 4: Funding

- i. GatewaySCV recognizes members and partners have multiple revenue streams that directly or indirectly support the Purpose and Plan of the consortium.
- ii. GatewaySCV recognizes that it will receive an annual allocation of funding from the Adult Education Program (AEP) (herein referred to as "Allocation").
- iii. GatewaySCV recognizes it is responsible for approving the amount members receive as required by legislation. The consortium will annually approve base funding to each Adult Education member at the funding level percentage of no less than the original Maintenance of Effort funding provided by the state for the 2015-16 school year. GatewaySCV will strive to distribute the Allocation 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 and follow CAEP guidelines referencing allowable expenses.

ARTICLE II — MEMBERSHIP

Section 1: Membership Complies with State Law

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

Section 2: GatewaySCV Members

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

College of the Canyons (COC)

William S Hart Unified School District and Golden Oak Adult School (GOAS)

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

Section 3: GatewaySCV Partners

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

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

Currently, the consortium consists of two members; should membership increase those members in excess of two may leave the consortium but must provide written notice thirty (30) days prior to vacating. 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 GatewaySCV 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 100% 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 — GATEWAYSCV 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 GatewaySCV Executive Board (herein referred to as “the Board”). Each GatewaySCV member will have one Representative serving on the Board and all Representatives are expected to abide by the bylaws of GatewaySCV. Each member Representative is expected to know K-12 adult education and college systems, processes, and budgetary issues that could affect the consortium Purpose and Plan.

The Board of GatewaySCV is responsible for overall policy and direction of the consortium. The Board votes on issues the GatewaySCV members deem critical to achieving the Purpose of GatewaySCV, including final approval of consortium certified Annual Plan. 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 GatewaySCV Coordinator within a reasonable time in advance of the Board meeting. Representatives can have a standing Proxy, which would require no advanced notice.

In the case a Representative interim or permanent replacement is needed due to a vacating voting member, the replacement will be decided by the vacating Representative’s members.

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

Section 4: Officers and Duties

There shall be two officers of the Board, and their duties are as follows:

- i. The Coordinator or Proxy will preside over all Board meetings and will determine the Board meeting Agenda (herein referred to as "Agenda") with input from member institutions. The Officers will sign all consortium documents that require a Board signature. The Coordinator will perform other duties as assigned by the Board.
- ii. Board Meeting will take place at alternating locations between the member sites

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 GatewaySCV 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 GatewaySCV Purpose.

ARTICLE V — MEETINGS

Section 1: Planning Committee Meetings

Regular Planning Committee meetings of the members are critical to the success of GatewaySCV 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 GatewaySCV Board meetings will be held quarterly 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 GatewaySCV website. Notification of individual board meetings will be posted on the GatewaySCV website and at the hosting member institution at least 72 hours in advance of the meeting, per the Brown Act. Cancellation of Regular meetings are allowed in conjunction with the Brown Act by citing no quorum, or lack of agenda items. Any meetings which are rescheduled will require 72 hours notice in advance of the meeting

following Brown Act guidelines. In addition, Special meetings may be held with 24 hour notice to discuss time-sensitive issues.

- Meetings will alternate between the hosting institutions

The Consortium Coordinator is responsible for developing the meeting Agenda with input from members and approval of Board Members in time to allow 72 hours advance notice of the meeting. The Coordinator is responsible for completing 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, including quarterly budget and expenditure reports from each member. 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 all members' main offices and on the consortium web site in a location easily accessible by the public (24 hours for Special Meetings)

Section 4: Voting:

Members shall reach decisions by consensus as directed by our guiding principles. Each member of the governing board shall be entitled to one vote per motion. Proxy voting is permitted.

Section 5: Board Minutes

The Consortium Coordinator 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 GatewaySCV website once approved.

Section 6: Special Meetings

Special meetings may be called by either Board member with 24 hour notice and appropriate posting under the Brown Act.

ARTICLE VI — COMMITTEES

Section 1: Committee Formation

The Board or Consortium Members may create committees as needed. Any committees

will keep regular minutes of its proceedings.

ARTICLE VII – FISCAL YEAR

Section 1: Fiscal Year

The fiscal year of GatewaySCV 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

GatewaySCV has chosen a direct funding model

.ARTICLE IX – ALLOCATION OF AEP FUNDS

Section 1: Distribution of Initial Allocation of CAEP Funds

As stated in Article I, Section 3, Clause iii, GatewaySCV members will work together, ethically and fairly, to allocate financial resources and achieve efficiency in meeting the needs of GatewaySCV students. Thus, initial distribution of AEP Allocation will be done in a fair, transparent method to address gaps individual members have in achieving the GatewaySCV 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

Consortia members shall receive no less than they did in the prior year, however, 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 GatewaySCV Purpose and the GatewaySCV Annual Plan.
- ii. The member cannot provide services that address the needs identified in the GatewaySCV adult education plan.
- iii. The member has been consistently ineffective in providing services that address the needs identified in the GatewaySCV 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 if the Member is deemed ineffective. 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 GatewaySCV will be completed by the consortium members. At a Board meeting, the first action of the Board will be to approve the Bylaws of the GatewaySCV Consortium..

Section 2: Process to Amend Bylaws

The Bylaws of GatewaySCV 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.