

Bylaws of the
West End Corridor
Chaffey Regional Adult Education Consortium
Adopted April 2023

ARTICLE I – GENERAL

Section 1: Name

The name of the organization shall be:

West End Corridor (WEC) Chaffey Regional Adult Education Consortium

Section 2: Purpose

The purpose of the WEC is to create and implement a plan to better provide adults in the region with programs in all of the following as specified by current AB104 legislation:

Adult Basic and Secondary Education – programs in elementary and secondary basic skills, including programs leading to a high school diploma or high school equivalency.

English as a Second Language and Citizenship – programs for immigrants eligible for education services in citizenship and English as a second language and workforce preparation.

Career Technical Education – a variety of career training programs that deliver customized curriculum needed to meet the diverse training and development needs of businesses, promote a skilled workforce with high growth and high wage employment potential, leading to industry certification or meeting the required prerequisites and foundations for advanced career pathways.

Workforce Reentry – programs for adults, including, but not limited to, older adults, that are primarily related to entry or re-entry into the workforce.

Pre-Apprenticeship – programs offering training activities conducted in coordination with one or more apprenticeship programs approved by the Division of Apprenticeship Standards for the occupation and geographic area.

Programs for Adults with Disabilities – programs for individuals with physical, cognitive, mental, sensory, or other medical disabilities who may need special education assistance, or who require a modified program.

Training to Support Child School Success -- 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.

Section 3: *Guiding Principles*

Student Centered -- Adult education programs will be open to all without discrimination. Access and success must never be compromised. Program design, intake processes, outreach strategies, student support and potential cost to the student (if any) will all be taken into consideration during the planning process.

Regional Need-Driven -- The WEC strives to improve the community by providing adults with educational pathways to the workforce and higher education through analysis of current regional needs, resources and opportunities.

Collaborative Relationships -- The WEC will work together ethically and fairly, to allocate financial resources, leverage other resources and achieve efficiency in meeting the needs of WEC students.

Collective Responsibility -- The WEC will share responsibility and accountability for all project and student outcomes based on a collective plan.

Results-Driven -- The WEC places the highest value on students achieving their goals as measured by meaningful data. Resources will be devoted to data management as necessary to measure consortium effectiveness.

Representative of All Stakeholders -- The WEC will adhere to a transparent process of open and honest communication.

Section 4: *Funding*

The WEC recognizes members may have multiple revenue streams that directly or indirectly support the purposes of the WEC.

The WEC recognizes that it will receive an annual allocation of funding from the California Adult Education Program (CAEP) through the California Community College Chancellor's Office (CCCCO.)

The Consortium will annually allocate base funding for each school district at the level of the funding originally allocated in the 2015-16 school year at minimum.

In order to maintain capacity of services the WEC will strive to allocate additional funding from the CAEP to funded members to address increased annual costs due to COLA and STRS increases should other funding sources not be provided in sufficient amounts.

Remaining/additional CAEP funds may be requested by a member and allocated by the Executive Committee to support the Regional Plan with a clear understanding by all members that funds will be spent in accordance with the Plan.

If a member receives funds that support all member institutions as consortium-wide projects, personnel or other resources, deviations in spending such funds must be approved by the members.

Member funding may be reduced by majority vote of the Executive Committee if it is determined that the member falls into one or more categories of the legislation Section 84914 (b) (1) A, B or C (below,) or deviates from agreed-upon Plan expenditures as described above.

84914.

(b) (1) For any fiscal year for which the chancellor and the Superintendent allocate an amount of funds to the consortium greater than the amount allocated in the prior fiscal year, the amount of funds to be distributed to a member of that consortium shall be equal to or greater than the amount distributed in the prior fiscal year, unless the consortium makes at least one of the following findings related to the member for which the distribution would be reduced:

(A) The member no longer wishes to provide services consistent with the adult education plan.

(B) The member cannot provide services that address the needs identified in the adult education plan.

(C) 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.

Carryover

WECC members will make every effort to spend funds within the current program year per state legislation. However, members recognize that there may be a need for increased flexibility due to various factors: Social and economic

conditions, district policies, capital projects, approval processes, staffing issues, and unforeseen circumstances. Should a member's carryover exceed current state guidelines, the member rep will inform the Executive Committee of:

- The reason for the carryover;
- (Provide) an Action Plan to spend the funds, including a timeline;
- (Explain) how the Action Plan fits into the 3-Year Plan;

This will be noted in the meeting minutes. If the justification does not fall within the goals of the 3-Year Plan or if funds are not spent according to plan, a proposal may be made to reallocate the carryover amount, or a portion thereof, to another member or the consortium-wide fund, and the process set out by AB1491 will be followed. The member's spending will be monitored on a quarterly basis by the Program Coordinator and Fiscal Manager and reported to the Executive Committee. Efforts will be made to control the amount of carryover in the consortium-wide fund from year to year by making funds available to members in accordance with the 3-Year Plan.

ARTICLE II — MEMBERSHIP

Section 1: Membership in the WEC is governed by current California State legislation.

Section 2: Members of the WEC include the following organizations:

- Chaffey Community College District (CCCD)
- Chaffey Joint Union High School District (CJUHSD)
- Chino Valley Unified School District (CVUSD)
- Fontana Unified School District (FUSD)
- Upland Unified School District (UUSD)

Section 3: Each of the organizations in Section 2 will appoint a representative to serve as a member on the WEC governing board, herein referred to as the "Executive Committee." All members are expected to abide by the bylaws of the WEC.

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 WEC region may be invited to participate in the consortium as non-voting members or to collaborate as partners.

ARTICLE III — MEETINGS

Section 1: *Regular planning meetings*: Regular planning meetings of members, work groups and/or partners shall be held as needed, at a time and place agreed upon by the Executive Committee. Participants will be notified of meetings with as much advance notice as possible but not less than 7 days.

Section 2: *Annual board meetings*: There will be a minimum of four annual board meetings of the members, open to the public, taking place in the months of July, October, January, and April at a time and location designated by the Chair and approved by the Executive Committee. The Chair will produce a yearly calendar of scheduled meetings prior to July 1 of that year which may be adjusted by the Executive Committee as needed. At the annual board meeting in July the Board shall elect a Chair and may elect a Vice- or Co-Chair. At annual board meetings the Executive Committee will receive reports on the activities of the consortium members in relation to the Plan. Opportunities will be provided for public input. Meeting via virtual means (e.g., Zoom) may be considered in case of extreme need or expediency.

Section 3: *Special meetings*: Special meetings may be called by the Chair, or a simple majority of the Executive Committee.

Section 4: *Notice of meetings*: At least 72 hours prior to a regularly scheduled board meeting, the agenda shall be posted at each member's main office in a location easily accessible to the public. Special meetings shall be posted 24 hours in advance.

Section 5: *Quorum*: For meetings of the WEC, a quorum shall be the majority of the Executive Committee. Meetings may still be held without a quorum for purposes of presentation or discussion; however, no actions or voting may take place without a quorum.

Section 6: *Voting*: Members shall attempt to reach decisions by consensus as directed by the guiding principles. However, if a clear consensus cannot be obtained, decisions shall be reached by a majority vote. Each member of the Executive Committee shall be entitled to one vote per motion. Proxy voting and absentee ballots are permitted. Voting via email or phone may be permitted in case of extreme need or expediency.

Section 7: *Meeting Norms*: The Program Coordinator and Chair (or Co-Chairs) will propose the agenda. All member reps may suggest items for consideration. Every effort will be made to streamline the agenda in order to ensure efficient and productive meetings. Information items and other non-urgent business will be shared via email or other means. Member reps are expected to notify the Program Coordinator or Chair immediately if they are unable to attend a meeting. In addition, member reps and others present will observe the following Meeting Norms. These norms will be reviewed annually and changes may be made when necessary by group consensus.

Participants will strive to:

- Arrive on time and remain for the duration of the meeting
- Attend to the business at hand
- Behave and communicate in a respectful manner to all present
- Refrain from using electronic devices for other purposes
- Refrain from side conversations
- If meeting via Zoom, be present and remain on camera for the entire meeting

ARTICLE IV — EXECUTIVE COMMITTEE

Section 1: Board role, size, and compensation: The Executive Committee is responsible for overall policy and direction of the Consortium. The Executive Committee members receive no compensation other than reasonable expenses.

Section 2: Terms: All Executive Committee members must be approved by their respective districts’ governing boards and their terms of service are designated by their boards.

Section 3: Officers and Duties: There shall be two officers of the Executive Committee, consisting of a chair and a vice-chair or co-chair, elected annually. Their duties are as follows:

The Chair shall preside at all meetings of the Executive Committee and perform all other duties which may be assigned by the Executive Committee.

The Vice-Chair/Co-Chair shall act as Chair in the absence of the Chair and shall perform such other duties as may be prescribed by vote of the Executive Committee.

Other offices may be created by the Executive Committee as needed. Currently the fiscal agent structure necessitates that the corresponding member representative act as the unofficial fiscal manager for the consortium.

Section 4: Voting: Each member will have one vote.

Summary of votes by member is as follows:

Member	Votes
Chaffey Community College	1 vote

Chaffey Joint Union High School District	1 vote
Chino Valley Unified School District	1 vote
Fontana Unified School District	1 vote
Upland Unified School District	1 vote

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

Section 5: Removal of Members, Members Leaving or Addition of New Members

An Executive Committee member representative may be replaced by the consortium if, by a majority vote, they are determined to be not in good standing. “Not in good standing” refers to an individual who hinders the progress of the group due to excessive absence, tardiness or not remaining for the entire meeting, inappropriate behavior or commentary or other issues that prevent the group from carrying out the Plan objectives.

A consortium member, partner or other participating institution may be removed by the consortium if, by a majority vote, they are determined to be not in good standing as described in the legislation, WEC Governance Document (see #14 below) and WECC Bylaws. Due process will be followed, and should decisions involving membership or funding be necessary, prior notice will be given.

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Consortium members, other than the community college member, may choose to leave or be dismissed by majority of the consortium membership if any of the below criteria exist:

1. The member no longer wishes to provide services consistent with state and local guiding principles and the consortia’s regional plan.
2. The member cannot provide services that address the needs identified in state and local guiding principles and the consortia’s regional plan.
3. The member has been consistently ineffective in providing services that address the needs identified in the regional plan and reasonable interventions have not resulted in improvement.
4. Inappropriate use of consortium funds, lack of reporting of requested data and expenditures for mandated submissions, or behavior that jeopardizes the efforts of the consortium could result in dismissal from the consortium.

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 remaining allocation to the fiscal agent within 30 days of the effective date of leaving. The Executive Committee will determine how to redistribute the funds returned by the departing member.

The decision to add a new member requires a majority vote and shall follow the provisions set out in AB104.

ARTICLE V — WORK GROUPS

The Executive Committee may create work groups as needed. These groups will operate under the direction of the Executive Committee and each shall be coordinated by a chair appointed by the Committee.

Work groups may keep regular minutes of their proceedings as required by the Executive Committee, and any or all of them may be asked to report progress to the Committee.

ARTICLE VI —STAFF

The Executive Committee has the right to hire staff, including contractors, as needed to support the general purpose. The Executive Committee designates duties as necessary to these staff or contractors.

ARTICLE VII – FISCAL YEAR

Fiscal Year: The fiscal year of WEC 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 prior to the meeting.

ARTICLE IX – FISCAL AGENT or DIRECT FUNDING

The Executive Committee shall vote each year whether to adhere to a fiscal agent or direct funding model. If the fiscal agent funding 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 Committee will then vote and select the member to be the fiscal agent.