

# The Marin Adult Education Program Consortium Bylaws

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## Article I. Name

The name of this organization shall be the Marin Adult Education Program consortium (MAEP or The Consortium).

## Article II. Purpose

- A. Definition- The Marin Adult Education Program consortium, serving Marin County in California, is committed to leveraging the strengths of members and partners to deliver outstanding adult education programs and services with seamless transitions into the workforce, workforce skills development programs, or postsecondary education. The Consortium accomplishes this mission by working closely with member and partner organizations to address regional gaps in adult education programs, provide seamless transitions for students, accelerate student progress towards goals, and provide professional development for faculty and staff.
- B. Guiding Principles:
  - a. Decisions are based on data to identify needed educational program offerings and locations for adult students.
  - b. Offer programs that address the educational and wage disparities which exist in Marin County in the following legislated areas:
    - i. Elementary and secondary reading, writing, and mathematics (basic skills);

- ii. English as a second language and other programs for immigrants;
  - iii. Workforce preparation for adults (including senior citizens) entering or re- entering the workforce;
  - iv. Short-term career technical education with high employment potential;
  - v. Pre-apprenticeship training activities coordinated with approved apprenticeship programs;
  - vi. Programs for adults with disabilities;
  - vii. Programs designed to develop knowledge and skills that enable adults (including senior citizens) to help children succeed in school.
- c. Enlist the assistance of valuable community-based organizations and partners in meeting educational and social needs of adult students.
  - d. Ensure well-marked pathways exist for students to achieve educational goals that lead to stable employment and personal goal attainment. Ensure pathway guides (adult guardians, teachers, counselors, classroom aides, Consortium Members) are available to assist students.
  - e. Assure effective budget management and expenditures to maximize programs that meet student needs and goals.

## Article III. Membership

- A. Members (SECTION 84905 (A))- Member institutions are Marin Community College District- College of Marin, Marin County Office of Education, Novato Unified School District- Novato Adult School, San Rafael City Schools, Shoreline Unified School District and Tamalpais Union High School District- Tamalpais Adult School. Collectively, these members comprise the Marin Adult Education Program Governance Committee (MAEP Governance Committee).
- B. Member Rights and Responsibilities
  - a. Rights
    - i. Members have the right to participate in the decision -making process for the development of regional adult education programs and services.
    - ii. 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 as legislated by AB104.
  - b. Responsibilities
    - i. Members shall adhere to laws and regulations governing adult education programs and services, including submission of annual plans and reporting

requirements for expenditures and student data as directed by AB 104 and the Technical Assistance Program (TAP).

- ii. Member expenditures will follow the *Allowable Uses of AB 104 Adult Education Block Grant Funds*. <https://caladulthood.org/DownloadFile/42>
  - iii. Members agree to abide by the annual, regional master work plan.
  - iv. Members shall designate one “official representative” and an alternate representative to serve on the Governance Committee and represent the interests of the member organization. Designation of the official representative and alternate representative shall be in writing and formally approved by the governing board of each institution.
  - v. Members shall actively participate in Consortium meetings, activities, and the decision-making process for the development of regional adult education programs and services. When representing a member institution, alternates unfamiliar with the issues under discussion shall abstain from voting.
- C. Dismissal of Members- Members may be dismissed from the Consortium for the following reasons (SECTION 84914(a)(2)(b)(1)):
- 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.

## Article IV. Governance and Decision-making

### A. Governing Structure

- a. The MAEP Governance Committee is comprised of all members and provides strategic advice and direction to The Consortium.
- b. Consortium members, with the support of a designated Program Outreach & Support Coordinator, coordinates and implements regional-level program development, authors program plans, files required reports, ensures compliance with relevant laws and regulations, and carries out shared duties and responsibilities.
- c. Workgroups may be formed for operational- level program and plan development, coordination, and implementation, and are responsible for sharing program plan information with the Consortium.

### B. Decisions

- a. Each member organization has one (1) vote in decision-making.
- b. The voting members of the Consortium make final decisions about work plans, allocation of resources to support work plans, and policies and procedures necessary for compliance with current State regulations.
- c. When making final decisions, the Consortium will use input from Workgroups, partner organizations, and the public.
- d. The Consortium uses majority vote decision-making. A quorum of 51% of members must be present for actions items that require a member vote and do not require 100% consensus per State legislation.

## Article V. Governance Committee

The Governing Committee is composed of the Official Representative(s) (or alternates) of each member institution as outlined in Article III.

- A. Responsibilities- The Governing Committee makes decisions for developing and funding Member adult education programs as outlined by the State.
- B. Meetings
  - a. The Governance Committee meets monthly throughout the academic year.
  - b. Any member may request a Special Meeting to address urgent matters that cannot wait until the next scheduled, monthly Governance Meeting.
  - c. The public are invited to attend monthly meetings and have the opportunity to provide public comment on proposed decisions. Monthly meetings are noticed to members, partners, and the general public at least three business days prior to the meeting via posting at the Marin County Office of Education and [MarinAdultEducation.com](http://MarinAdultEducation.com).
  - d. Minutes of the previous month's meeting are distributed to members and posted to [MarinAdultEducation.com](http://MarinAdultEducation.com) three business days prior to the upcoming monthly Governance Meeting.

## Article VI. Workgroups

Ad hoc Workgroups are of short duration and vary in size and composition. Workgroups may be composed of faculty, staff, and other delegates from member and partner institutions, however decision-making resides with member institutions. Workgroups represent the interests of the official Adult Education program areas defined by the State. Workgroups may be formed/disbanded as needed.

- A. Responsibilities- Workgroups perform tasks under the direction of the Governance Committee. Tasks may include research, meetings with partners, updating of consortium documents, and other short-term charges.
- B. Meetings- Workgroups meet as-needed.

## Article VII. Funding Model

- A. The Consortium funding model is determined by unanimous Consortium vote. As of the 2022-2023 year, the MAEP Fiscal Agent is Marin Community College District (MCCD).
- B. The Consortium is governed by the financial operating principles, and related administrative policies and procedures of the fiscal agent. The administrative fee (up to 5%), operating principles, policies and procedures of the fiscal agent will be reviewed and agreed upon by Members prior to the beginning of each new fiscal year.
- C. The Fiscal Agent, MCCD, will provide each member with a monthly distribution schedule of CAEP funds. MCCD will distribute CAEP funds in the amount of 1/12 of each member's total annual allocation less the indirect cost rate established by MCCD for the purpose of fund administration. The annual distribution schedule outlines the requirements of AB104 Section 84913 and requires the signed acknowledgement of each member institution's fiscal officer and official MAEP representative.
- D. Prior to the submission of the annual Consortium Fiscal Administration Declaration (CFAD), the Consortium may vote to change the designation of the Fiscal Agent or institute Direct Funding. The decision must include Revised Marin Adult Education Consortium Bylaws, if determined necessary for the purpose of the Consortium as defined in Article VII. Further, the decision must be made by unanimous vote by the date established by the California Adult Education Program Office in Sacramento.
- E. Consortium Members will monitor CAEP carry-over funding, defined as any amount of CAEP funding carried-over from a prior fiscal year, by reviewing the FIFO Report ("First In First Out") found in NOVA. Members are encouraged to allocate available funding for the benefit of members with new or existing programs in need of additional financial resources.

## Article VIII. Amendments

These bylaws will be reviewed annually during a regularly scheduled, monthly Governance Committee meeting when posted as an agenda item. These bylaws may be amended as needed with a consensus vote by members present.

Adopted by the MAEP Governing Committee 06/01/2022