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**LONG BEACH REGIONAL CONSORTIUM**  
**Governing Board for the Long Beach Regional**  
**California Student Opportunity & Access Program (Cal-SOAP)**

**GOVERNING BOARD BYLAWS**

**Article I**

**Name**

The name of this organization shall be the Long Beach Regional California Student Opportunity Access Program (Cal-SOAP) Consortium, hereafter referred to the Consortium.

**Article II**

**Composition of Governing Board**

The Consortium can be governed by a board composed of at least one representative from the following education segments:

1. Representatives of outreach programs representing the University of California, the



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The intent of the Legislature is that the Cal-SOAP will accomplish the following goals:

1. Increase the availability of information to students about the existence of postsecondary education, the available sources of financial aid, and career opportunities
2. Improve students' access to higher education by raising their achievement levels
3. Reduce the duplication of services by coordinating outreach efforts

(California Student Aid Commission Manual Ch1 Sec 2.1)

### **Article IV Governing Board**

The Consortium Governing Board sets the policy for the Cal-SOAP Project and oversees the performance of the Project Director. The Governing Board shall be the voting members of the Consortium.

### **Article V Structure of the Governing Board**

**Section 1. Governing Board Membership.** The Consortium Governing Board shall be composed of at least one representative from each segmental level of the K-16 educational system in the greater Long Beach region, including at least one representative from each: a K-12 school or school district; community college; university; and at least one of the following: community organization, private accredited vocational or technical college, or public agency whose institution is a member of the Consortium. The minimum number of Governing Board members shall be **7**, with a maximum of **15** voting members. Voting members shall be designated by their respective institutions. Only one voting member per institution, agency or organization is permitted, with each member required to provide documentation serving as proof of their institution's differentiation from the others present within the Consortium. Each voting member is encouraged to have an identified alternate. A voting member can vote in-person, electronically, by teleconference or by signed proxy.

**Section 2. Executive Officers.** The Consortium Governing Board shall elect, by simple majority, a Chairperson, Vice-Chairperson, and Treasurer as Executive officers of the Governing Board. Annual elections of officers will take place at the regular Board meeting no later than June. Executive officers will serve a two-year term, with the option to continue in the elected position for a second term if approved by simple majority. The Executive Officers shall provide the general direction to the Cal-SOAP Project Director and oversee all major programs and activities with input from the fiscal agent. The Executive Committee will articulate the needs, desires and interests of the Governing Board concerning project programs and activities, and monitor compliance with regulations governing the project as specified by the California Student Aid Commission and the fiscal agent.



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**Section 3. Executive Committee.** An Executive Committee of the Consortium Governing Board shall only be formed if additional support is necessary, and shall be composed of elected members of the Governing Board. Decisions reached by the Executive Committee by a simple majority vote shall be submitted to the Governing Board for final ratification and action. Fiscal and personnel decisions shall be in accordance with policies and regulations of California Student Aid Commission and the fiscal agent.

**Sections 4. Official Role of the Elected Officers and Appointed Project Director**

- A. Chairperson** shall be responsible for (1) convening and chairing all Governing Board meetings; (2) setting agendas; (3) directing Governing Board business; (4) establishing committees; (5) appointing committee members; (6) holding Executive Officer meetings on a routine basis prior to the General Board meetings; (7) signing for contracts on behalf of the Governing Board; and upon end of term; (8) turning over all correspondence and other records to the newly elected Chairperson.
  
- B. Vice-Chairperson** shall be responsible for (1) assisting the Chairperson as needed; (2) substituting for the Chairperson as needed; and upon end of term; (3) turning over all correspondence and other records to the newly elected Vice-Chairperson.
  
- C. Treasurer** shall be responsible for (1) quarterly reviews of the financial reports for the Cal-SOAP Project; (2) consulting with the Consortium fiscal agent and/or Project Director



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and fiscal issues. The Project Direc



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dates will be decided upon, and held to discuss regional, district, and project issues. All member institutions and organizations are expected to send a desig



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**Section 6. Reinstatement of Membership.** Terminated members may petition the Governing Board to reinstate their membership as determined by the Governing Board. Any reinstatement of membership must have a simple majority vote at a regularly scheduled board meeting of the Governing Board to be official. If the terminated member(s) receives enough votes to be reinstated, they may rejoin under a probationary basis until they illustrate consistency of that which is required to be a voting member (Article VI) throughout the first half of the next fiscal year.

## **Article VII Meetings**

**Section 1. General Board Meetings.** General Board Meetings are open to all members and interested outreach program staff, school and district personnel and other service providers who work at Cal-SOAP school sites. Agendas for each quarterly meeting will be sent out to all voting members of the Consortium at least one-week prior to meeting date. All Governing Board member institutions and organizations are expected to send a designee who will represent their organization and actively participate in Consortium planning activities. A designated Cal-SOAP staff member will be present at all meeting to record minutes and insure they are made available to all board members by posting both agendas and minutes publically on the Cal-SOAP website.

**Section 2. General Board Meetings Frequency.** General Meetings of Consortium Governing Board shall be held, at minimum, quarterly and shall be open to all project staff and visitors. Written notification of board meetings will be sent at least two weeks prior to the meeting dates.

**Section 3. Executive Committee Meetings.** The Executive Committee shall meet when necessary to deal with urgent issues or when further discussion and decision-making is needed with prior notice to the convene (y)2 ( a)6 ( t m)-10 n(o a)p made avene(de)4 5.9 ( w)-2 (h)2 (or)L2(nut)-2 (e)4



2. Reporting to the board, keeping the Project Director informed and answering queries about fiscal matters
3. Ensuring all financial transactions are in compliance with program requirements, are adequately documented, and auditable
4. Implementing adequate fiscal controls to ensure Cal-SOAP funds are safeguarded from unauthorized use
5. Overseeing the accounting of receipt and expenditure of funds of the consortium
6. Signing the Cal-SOAP agreement between the Consortium and Commission (along with the Chair of the Governing Board and Project Director)
7. Signing reimbursement requests (along with the Project Director and Governing Board Chair)
8. Monitoring budgets, reconciling ledgers and bank accounts, and ensuring proper fiscal closing
9. Establishing processes and procedures that ensure adequate monitoring of purchase requisitions and orders
10. Maintaining the records for the inventory of equipment
11. Monitoring expenditures for validity of charges, including the time charged by employees to the program

### **Section 3. Fiscal Reporting.**

#### **A. Form A: Consortium Membership and Matching Resource Commitment**

Consortium members may contribute matching resources as follows:

- a. Cash
- b. Federal Work-Study or Student Employee Earnings
- c. In-Kind (General)
- d. In-Kind (Restricted)
- e. Or a combination thereof totaling no less than \$1,000 annually.

This commitment of resources is an institutional financial commitment. Therefore, the person who signs the Form A on behalf of the Consortium should be a member of that institution or organization. The Form A shall be submitted once per year by each member of the Consortium and is due during the first quarter of each fiscal year. Any consortium member that has not submitted its Form A by the due date designated by the Treasurer and Cal SOAP Director will be considered out of compliance.

- B. Form B: Quarterly Matching Resource Report.** Form B represents the actual money spent or in-kind support given during the fiscal year by each member institution. At a minimum, each Consortium Governing Board member must submit Form B by the end of the 2<sup>nd</sup> quarter of the fis



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## **Article IX Conflict of Interest Policies**

All members are responsible for initiating any additional written agreements or memorandum of understanding agreements as deemed necessary by their respective institutions. Any such documents of agreement shall be submitted to the Governing Board for approval and signed by the Governing Board Chairperson.

Members of the Consortium must not participate in activities involving the use of contract funds where there is a financial interest or benefit:

- a. To him or herself, immediate family, partners, organization (other than a public agency in which he or she is serving as an officer, director, trustee, partner or employee); or
- b. To any person or organization with whom he or she is negotiating or has any arrangement concerning prospective employment.

Members of the Consortium must avoid actions that result in, or create the appearance of:

- a. Using an official or grant-funded position for personal gain;
- b. Giving preferential treatment to a particular person or project;
- c. Losing independence or impartiality;
- d. Making a decision outside official channels; or
- e. Adversely affecting the confidence of the public in the integrity of the program.