

**NORTH COUNTY  
EDUCATIOAL PURCHASING CONSORTIUM**

**BYLAWS  
OF THE NORTH COUNTY EDUCATIONAL PURCHASING CONSORTIUM  
OF SAN DIEGO COUNTY, CALIFORNIA**

**ARTICLE I.**

Name

The name of this organization shall be the North County Educational Purchasing Consortium.

**ARTICLE II.**

Object

The object of this Consortium shall be to join parties together to establish and operate a cooperative program to purchase materials, supplies, equipment and services.

**ARTICLE III.**

Members

Section 1. The membership of this Consortium shall be limited to public educational agencies within San Diego County.

Section 2. Any public educational agency within San Diego shall be eligible for membership, provided that its district Governing Board authorizes its membership by resolution and the Consortium shall recommend the financial arrangements and contributions to be made by the new member district. Voting upon admission shall take place at the next regular meeting. A majority vote shall elect to membership.

Section 3. A district so elected shall pay an annual membership fee. The membership fee is based on a graduated fee structure, which combines a flat rate minimum of \$50.00 with an ADA component of (.013). Associate Members shall pay a flat rate of \$400.00. Associate Members with an ADA of less than 2500 shall pay a flat fee of \$150.00. This fee may be decreased or increased by a percentage approved by the Board. The Treasurer shall notify members two months in arrears to bring account into paid status within thirty days. If dues are not paid within the thirty days, said district may be subject to suspension with loss of privileges upon Board approval.

Section 4. Any member district desiring to resign from the Consortium shall submit its Governing Board's resolution of intent to withdraw to all member districts and to the Consortium not later than the first day of May before the close of the fiscal year. The Secretary shall present it to the Consortium board in June. The withdrawing district shall be obligated to pay any outstanding financial obligations

## ARTICLE IV.

### Officers

Section 1. The offices of the Consortium shall be a President, a Vice-President, a Treasurer, and Secretary. These officers shall perform the duties prescribed by these bylaws and the joint exercise of powers agreement.

Section 2. The officers shall be elected to serve for two years, and their term of office shall begin at the beginning of the fiscal year subsequent to their election.

Section 3. Nominations shall be made at the April board meeting with election at the June board meeting.

Section 4. No member shall hold more than one office at a time.

Section 5. Such other officers shall be appointed by the Consortium as deemed necessary to carry on the work of the Consortium for a term not to exceed one year.

Section 6. The President shall schedule and preside over all Board meetings. The President shall make available the Board meeting agenda to member/associate member Districts at least 72 hours prior to the schedule Board meeting. The board agenda shall be mailed, e-mailed, and/or faxed to all member/associate member districts and consultant to the Board. The President shall designate all committee assignments. The President shall sign and approve all payment requests. The President shall attend all Administrative committee meetings.

Section 7. The Vice President shall assume all the duties of the President in the absence of the President. The Vice President shall be responsible for the planning of the December Board meeting. The Vice President shall attend all Administrative committee meetings.

Section 8. The Treasurer shall prepare a report on the Consortium's financial status at each Board meeting. The Treasurer shall receive from the Secretary all funds belonging to the consortium giving a receipt for same. All funds received by the Treasurer shall be deposited into the bank within forty-eight (48) hours of receipt. The Treasurer shall notify all members of annual membership dues via an invoice no later than July 30<sup>th</sup> of each fiscal year. The Treasurer shall prepare a budget each year to be presented to the Consortium for approval. The Treasurer shall see that an audit is conducted at the end of each fiscal year. The Treasurer shall attend all Administrative committee meetings.

Section 9. The Secretary shall take the minutes of each Board meeting and prepare a written record of those minutes for approval by the Consortium at the next regular Board meeting. The Secretary shall forward the minutes to all members/associate members as soon as possible after each meeting. The

Secretary shall prepare any correspondence that the Board may direct. The Secretary shall receive all funds due to the Consortium depositing said funds with the Treasurer taking a receipt for same. All receipts and bills shall be recorded in the Consortium minutes. The Secretary shall have in his/her possession at all board meetings the current edition of Robert's Rules of Order and Government Code Section 54950, et seq. identifying Brown Act requirements. The Secretary shall attend all Administrative committee meetings.

## **ARTICLE V.** Meetings

Section 1. The regular meetings of the Consortium shall be held on the first Wednesday of every other month from August to June, inclusive, unless otherwise ordered by the Consortium.

Section 2. Special meetings may be called by the Consortium and at least twenty-four hours notice shall be given.

Section 3. A quorum of the Consortium shall consist of a majority of the member representatives or their alternates.

Section 4. The President shall be advised of agenda items no later than five (5) working days prior to a regular scheduled meeting.

Section 5. The President shall review and approve all agenda.

Section 6. Agenda shall be in the hands of the member districts no later than the Friday prior to the regular scheduled board meeting and member districts shall post the agenda in a prominent location.

Section 7. All meetings of the Consortium shall be called, notices, held and conducted in accordance with the provisions of the Ralph M. Brown Act (Gov. Code section 54950 et seq).

## **ARTICLE VI.** Parliamentary Authority

The current edition of Robert's Rules of Order Newly Revised shall govern the Consortium in all cases to which it is applicable and in which it is not inconsistent with these bylaws and any special rules of order the Consortium may adopt.

In cases of conflict, the Brown Act shall prevail.

**ARTICLE VII.**  
Amendment of Bylaws

These bylaws may be amended at any regular meeting of the Consortium by a majority vote, provided that the amendment has been submitted in writing at the previous regular meeting.

IN WITNESS WHEREOF, DISTRICTS hereto have caused these By-Laws to be executed by an appropriate officer or authorized representative thereof on December 4, 1991.

By \_\_\_\_\_  
Bonsall Union

By \_\_\_\_\_  
Carlsbad Unified

By \_\_\_\_\_  
Del Mar Union

By \_\_\_\_\_  
Encinitas Union

By \_\_\_\_\_  
Escondido Union

By \_\_\_\_\_  
Escondido Union H.S.

By \_\_\_\_\_  
Fallbrook Union

By \_\_\_\_\_  
Fallbrook Union H.S.

By \_\_\_\_\_  
Mira Costa College

By \_\_\_\_\_  
Palomar Community College

By \_\_\_\_\_  
Poway Unified

By \_\_\_\_\_  
Ramona Unified

By \_\_\_\_\_  
Rancho Santa Fe

By \_\_\_\_\_  
San Dieguito Union High

By \_\_\_\_\_  
San Marcos Unified

By \_\_\_\_\_  
Solana Beach

By \_\_\_\_\_  
Vallecitos Union

By \_\_\_\_\_  
Valley Center Union

By \_\_\_\_\_  
Vista Unified

First Reading: December 14, 2005  
Second Reading: February 1, 2006  
Third Reading/Approved as Amended: April 5, 2006