ACADEMIC COUNCIL POLICIES AND PROCEDURES 2015-2016

Section 1 PURPOSE

The purpose of the San Dieguito Academy Academic Council (the Council) is:

- 1.1 To create and maintain an enthusiastic interest in the member groups of Academic Council at San Dieguito High School Academy (the Academy).
- 1.2 To provide financial, organizational, and moral support for the activities of the Academic Teams at the Academy.
- 1.3 To facilitate communications between students, teachers, and parents involved in the activities of the Academic Teams at the Academy.

Section 2 AUTHORITY

- 2.1 The Council is a sub-group of the San Dieguito Academy Foundation (SDAF), a California Nonprofit corporation under Section 501(c) (3) of the Internal Revenue Code.
- 2.2 The Council shall be subject to and operate in conformance with the By-Laws, Policies and Procedures of SDAF.
- 2.3 It is the intent of these Policies and Procedures to conform to the By-Laws, Policies, and Procedures of SDAF. In the event of a conflict between these Policies and Procedures and the By-Laws, Policies, and Procedures of SDAF, the By-Laws, Policies, and Procedures of SDAF shall govern.

Section 3 MEMBERSHIP

- 3.1 Membership in the Council shall be open to:
 - 3.1.1 All parents or legal guardians of students enrolled in a class at the Academy;
 - 3.1.2 All students currently participating on an Academic Team during the current academic year at the Academy;
- 3.2 Advisors: The academic team coaches, SDAF Liasison, and the Principal shall serve in an advisory capacity to the Council. The Principal may select a member of the administration of the Academy to serve as the representative of the Principal.
- 3.3 Membership Application: Shall be determined by the Executive Board through a nominating and review process.
- 3.4 Membership Dues: There shall be no membership dues or fees required for any person to be accepted as a member of the Council.

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Section 4 MEETINGS

- 4.1 The Council meetings shall be held at least three times during the academic year. Meeting times and dates shall be set by the Officers at the third quarterly meeting. No meeting shall be held in the month of July or August. The Council meetings shall be open to attendance by any member of the Council. The Chair may invite visitors to any Council meeting for the purpose of providing information to the Council.
- 4.2 Special Council Meetings may be called at any time by the Chair of the Council. The Chair shall give as much notice as possible of any special meetings. Notice of any special meeting shall, at a minimum, be made sending an email announcement to all Council Officers.
- 4.3 Meeting Quorum: A quorum of Three (3) Council members is required for any vote or action by the Council. Ex-officio members shall not be counted when determining a quorum of Council Officers.
- 4.4 Voting: Voting may be made by voice or ballot, except the election of Elected Officers must be by ballot if requested by any member at the meeting. Such request for a ballot vote must be made before the presiding Officer calls for the vote.

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Section 5 ELECTED OFFICERS

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5.1.1 Officers and nominees for elected Officers shall be members of the Council.

Elected Officers shall be:

Chair;

Secretary;

Treasurer.

- 5.2 Terms of Office: The term of each elected Officer shall be one year, commencing on July 1 of each year and terminating on June 30 of the next year. No one person shall serve in position of Chair for more than two consecutive terms.
- 5.3 Election of Officers: The Chair shall appoint a Nominating Committee at the third quarter meeting. The Nominating Committee shall select candidates for the elected offices.. The Nominating Committee shall present a slate of candidates for each Officer at the last meeting of the year. Nominations from the floor during the last meeting will be entertained. The elected Officers shall be elected by a simple majority vote of the members of the Council present at the time of the vote for each office. Each member of the Council shall have one vote. No voting by proxy shall be permitted. Signed absentee ballots shall not be permitted.
- 5.4 Vacancies: Any vacancy occurring in an elected office, except for the office of Chair, shall be filled by nomination of the Chair and an affirmative vote of a majority of the remaining Officers. A quorum must be present for the vote. If there is a vacancy in the office of the Chair, the Secretary shall assume the office of Chair and the Officers shall fill the position of Secretary by nomination of the new Chair and an affirmative vote of a majority of the remaining Officers.
- 5.5 Representation: Each Academic Team should have at least one Elected Officer on the council. The Officer positions should represent each of the Academic Team as equally as possible.
- 5.6 Duties of the Chair:
 - 5.6.1 Provide leadership for the Council;
 - 5.6.2 Preside at all Council meetings;
 - 5.6.3 Prepare written agendas for all Council meetings;

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- 5.6.4 Sign contracts that are authorized by the Officers and approved by the designated representative of the SDAF Board;
- 5.6.5 Supervise all activities of the Council;
- 5.6.6 Appoint non-elected Officers and committees as required;
- 5.7 Duties of the Secretary
 - 5.7.1 Record minutes of all Council meetings and present such meetings at the next Council meeting for approval or amendment;
 - 5.7.2 Sends email to all Council members prior to each meeting with the agenda, previous meeting minutes, and all other agenda items for review;
 - 5.7.3 Send a copy of each approved set of minutes to the SDAF office (sdafoundation@sduhsd.net, attn: SDAF CFO) to ensure all approved motions, and disbursements are noted;
 - 5.7.4 Keep the archives of meeting minutes;
 - 5.7.5 Keep a record of all resolutions of the Council;
 - 5.7.6 Assemble and maintain a history of Council activities including Policies and Procedures, Fundraising, publicity contacts, etc.;
 - 5.7.7 Submit a copy of the annual council activities history to SDAF prior to June 30 of each year.
- 5.8 Duties of the Treasurer:
 - 5.8.1 Keep and maintain financial records of the Council;
 - 5.8.2 Appoints a designee for safekeeping of cash at all Council sponsored events;
 - 5.8.3 Request a monthly financial report from SDAF Chief Financial Officer;
 - 5.8.4 Reports financial status for each Academic Team at the quarterly meeting;
 - 5.8.5 Maintain a record of annual budget of the Council;
 - 5.8.6 Prepare an annual financial report for presentation to the Officers for approval or amendment. The annual financial report shall be forwarded to SDAF before April 30 of each year.

Section 6 OFFICERS

6.1 Powers: Subject to the provisions and limitations of

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- 6.1.1 The By-Laws of SDAF;
- 6.1.2 The Policies and Procedures of SDAF;
- 6.1.3 The Policies of the District; and
- 6.1.4 Any applicable local, state, or federal laws;
- 6.2 The business and affairs of the Council shall be managed by or under the direction of the Officers. The Officers may exercise all such powers and do all such lawful acts and things as are not prohibited by
 - 6.2.1 Statue;
 - 6.2.2 These Policies and Procedures;
 - 6.2.3 The By-Laws of SDAF;
 - 6.2.4 Policies and Procedures of SDAF; or
 - 6.2.5 The Policies of the District.
- 6.3 Number of Officers shall be no more than nine (9):
 - 6.3.1 Chair of the Council;
 - 6.3.2 Secretary of the Council;
 - 6.3.3 Treasurer of the Council;
 - 6.3.4 Academic Team Representative or designee from each Academic Team;
 - 6.3.5 Three members at large, preferably one from each Academic Team.
- 6.4 The Academic Team Coaches, SDAF representative, and the Principal of San Dieguito Academy (or designee) serve as advisors.
- 6.5 The Chair, Secretary and Treasurer shall be elected Officers of the Council and shall be made Officers upon assuming office.
- 6.6 The Academic Team Representatives shall be made Officers of the Council at the last meeting of each school year. The Academic Team Representatives shall be selected by each Academic Team. An Academic Team Representative may also hold another position on the Council. The members at large, preferably one from each Academic Team, shall be selected by nomination of the Chair and an affirmative vote of a majority of the other currently serving Officers at the last meeting of the year. The member at large represent the entire membership of their respective Academic Team.

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- 6.7 The voting body consists of the Officers and Elected Officers (9). Each Academic Team has a total of two voting positions represented by the Academic Team Representative and their respective member at large. The Elected Officers represent three votes. Elected Officers are ideally filled by a member of each Academic Team.
- 6.8 Duties of the Officers: The Officers shall be responsible for establishing policy direction of the Council. The Officers shall have sole responsibility for authorizing contractual obligations which apply to more than one Academic Team; these contracts will be signed by the Chair. In the absence of the Chair, such contracts may be signed by the Secretary. Contractual agreements that apply to one Academic Team will be signed by the Academic Team Representative. Copies of all contracts will be sent to the Council. Every act done or decision made by a majority of the Officers at a meeting of the Council duly held at which a quorum is present is an act of The Council.
- 6.9 Expenditures: All expenditures of general fund monies of the Council shall be voted on and approved by the Officers at a regularly scheduled meeting. Emergency expenditures not to exceed One Hundred Dollars (\$100.00) may be approved by any elected Officer of the Council. Emergency expenditures shall not exceed Five Hundred Dollars (\$500.00) in any fiscal year of the Council. Each Academic Team Representative can authorize expenditures of monies in their account provided:
 - 6.9.1 They have sufficient funds in their account;
 - 6.9.2 The activity is in a submitted and approved budget.

Section 7 COMMITTEES

- 7.1 Standing Committees: Officers may, by resolution, create standing committees to carry out and promote the interests of the Council. Such standing committees shall possess only those duties and powers as explicitly defined by their formative resolution. All standing committees shall remain in existence until dissolved by a resolution of the Officers. The Chair of the Council shall appoint a Chair or co-Chairs and the members of each standing committee. The Chair may remove any member of a standing committee for cause. Each standing committee shall have an Officer sponsoring the committee. The Sponsor shall actively participate on the committee.
- 7.2 Ad Hoc Committees: The Officers may, by resolution, create ad hoc committees to work on specific and time limited issues that are of interest and benefit to the Council. Such ad hoc committees shall possess only those duties and powers as explicitly defined by their formative resolution and shall be dissolved upon the completion of their specific tasks. The Chair of the Council shall appoint a Chair or Co-Chairs and the members of each ad hoc committee. The Chair may remove any member of an ad hoc committee for cause. Each ad hoc committee shall have an Officer sponsoring the committee. The Sponsor shall actively participate on the committee.

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AMENDMENTS

- 7.3 Amendments or Revisions to these Policies and Procedures may be made by a two thirds (2/3) vote of the general membership of the Council present at a regularly scheduled or special meeting, providing the amendments or revisions have been submitted in writing at the previous regular or special meeting. Alternatively, the amendment or revision may be emailed to the Officers two (2) days prior to the meeting.
- 7.4 Review: The Officers shall review these Policies and Procedures each year. Such review shall be completed *one month prior to the last meeting* of each year. If amendments or revisions to these Policies and Procedures are recommended and approved by vote of the Officers, such amendments or revisions shall be kept in the archives by the Secretary. The amendments shall be sent to SDAF.

Section 8 STANDING RULES

- 8.1 The Fiscal Year of the Council shall begin on July 1 of each year and end on June 30 of each year.
- 8.2 Budget: The Chair shall, with the assistance of the Treasurer, present a written itemized general budget for the council for the next fiscal year. Such budget shall be emailed to the Officers prior to the last meeting, discussed and be approved or amended by the Officers at the last regularly scheduled meeting.
- 8.3 Reserve: Academic Council's General Fund should have a cash reserve in an amount set by the council Executive Board.
- 8.4 Academic Teams Scholarships: Each Academic Team may offer need based scholarships for Academic Team specific activities to in-need students. Each team determines the scholarship funds sufficient for each team's needs. Academic Team Scholarships shall be subject to and operate in conformance with SDAF's Need Based Scholarship Policy and Procedures.
- 8.5 Fund Raising: All fund raising events shall be approved by the Officers at a regularly scheduled meeting and are subject to approval by SDAF. All revenue from fund raising activities of the Council shall be allocated to one of the following four categories:
 - 8.5.1 Student accounts;
 - 8.5.2 Designated purpose accounts;
 - 8.5.3 Academic Team accounts; or
 - 8.5.4 General fund account.
- 8.6 The Officers shall determine the allocation of each fund raising proposal.

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- 8.7 Funds Requests: All requests for general funds and Academic Team funds not itemized in an approved budget shall be submitted in writing in a form approved by SDAF to the Council at a regularly scheduled meeting. All requests for general funds shall be submitted to the SDAF Treasurer after approval from the Officers. Requests for funds from individual Academic Team accounts may be approved via email by a quorum of the Officers.
- 8.8 Self-Dealing Transactions: The Officers shall not approve of a self-dealing transaction. A self-dealing transaction is one to which the Council is a party and in which one or more Officers has a material financial interest.
- 8.9 Topics: No member, Officer, board member, or visitor shall discuss the teaching methods of any teacher or coach during any Council meeting or special meeting. No member, Officer, or visitor shall discuss the academic or behavioral performance of any student during any Council meeting or special meeting. For any such discussions, the concerned party shall arrange a private meeting with the appropriate teacher or coach, and/or school administration.

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