STANDING RULES OF

THE FOUNDATION OF LA JOLLA HIGH SCHOOL, INC.

I. MISSION

 The mission of the Foundation of La Jolla High School, Inc. is to enhance the overall educational experience of La Jolla High School students by soliciting, managing and disbursing funds to support academic, athletic, building and grounds, and other needs of the School for which funding is not available.

II. ORGANIZATIONAL FUNCTIONS

1. The Board of Directors (“Board”) of the Foundation of La Jolla High School, Inc. (“Foundation”) is responsible for the total program of the Foundation and is the final authority. The Board hereby establishes these Standing Rules to be in conformity with the Bylaws of the Foundation. These rules may be amended or suspended at any quorum-qualifying meeting of the Board by a simple majority vote.

B. .OFFICERS

 Officers shall be accountable to the Board for fulfilling the following responsibilities:

1. President

a. Shall be the Chief Executive Officer of the Foundation and shall, subject to the control of the Board, have general supervision and direction of the business and affairs of the Foundation.

b. Preside over Board meetings and Executive Committee meetings.

c. May be a non-voting member of any committee of the Board.

d. Serve as liaison with the La Jolla High School Administration.

e. Serve as liaison with other organizations as deemed appropriate by the Board.

f. Appoint liaisons, to the PTA, a representative to the School Site Governance Committee.

2. Vice President(s)

a. Support the President where helpful.

b. Handle the responsibilities of the President in his/her absence.

c. Oversee long range planning and strategy.

d. Oversee an annual review of the Standing Rules and Bylaws.

e. Serve on the Membership Committee.

3. Secretary

a. Handle the responsibilities of the Vice President in his/her absence.

b. Record or arrange for the recording of minutes of all Board and Executive Committee meetings and approve them prior to their distribution.

c. Handle any correspondence as required by the Board.

4. Treasurer

a. Handle the responsibilities of the Secretary in his/her absence.

b. Prepare, or arrange for the preparation of, the monthly financial statements.

c. Review receivables/payables monthly.

d. Co-sign or arrange for second signature on all checks.

e. Oversee the preparation of the annual budget.

f. Prepare or arrange for the preparation of Federal and State Tax filings.

g. Review Foundation Investment Policy annually.

h. Review Foundation Finances annually, including but not limited to accounting procedures, accounting systems, expense reporting, payment authorizations, and auditing.

C. COMMITTEES

 Committee chairs shall be accountable to the Board for their area of responsibility and are encouraged to appoint a vice-chair.

1. Executive

a. Members shall be the elected Officers and Chairs of all standing committees and such other Directors as appointed by the President and approved by the Board.

b. Ex-officio members shall be the Principal of La Jolla High School and the Executive Director of the Foundation.

c. Meetings shall be held prior to each monthly Board meeting or as deemed necessary by the committee. As with General Board Meetings, a majority of EC members attending—in person, or virtually—will constitute a quorum for the transaction of business. Decision-making and votes for action require majority support of those EC members attending.

d. Special meetings may be called by the President or by any member with the consent of at least one other member.

e. Shall set the agenda for all Board meetings, provided, however, this shall not prevent any Director from bringing any matter before the Board.

f. Shall oversee staff matters including an annual review of the Executive Director.

g. Shall review administrative policies and procedures.

h. Shall review and vote to endorse “Expedited Funding Requests,” as noted in section VI. Subsection C1b.

2. Academics

a. Provide department chairs with information about available funds at the beginning of each semester.

b. Work with the Administration and Department Chairs to inform faculty members about the procedures for Advance Budgeting, where appropriate, and for requesting available funds.

c. Review all academic funding requests in a timely manner.

d. Present all funding requests to the Executive Committee and at Board meetings.

e. Be responsible for academic fundraising activities as the committee may initiate.

3. Athletics

a. Work with the Administration and the Athletic Director and inform coaches about the procedures for Advance Budgeting, for requesting available funds, along with utilization of Foundation based sport liaisons.

b. In collaboration with the Athletic Director attend seasonal Coach Orientation meetings: Fall/Winter/Spring

c. Oversee and train Foundation based Sport Supporters and Liaisons to build budgets and help raise funds for sports programs and teams.

d. Review all athletic funding requests in a timely manner.

e. Present all funding requests to the Executive Committee and at Board meetings.

f. Be responsible for the Sport Supporter and multi-sport Media Guides, and Banner fundraising activities and such other activities as the committee may initiate.

4. Buildings and Grounds

a. Review all buildings and grounds funding requests in a timely manner.

b. Present all funding requests to the Executive Committee and at Board meetings.

c. Be responsible for oversight of ongoing grounds maintenance.

d. Prepare and update the long-term capital improvement plan.

 5. Technology and Communications

1. Oversee the Foundation’s general communication requirements including the Foundation Website and other website, social media and traditional media outreach.
2. Handle public relations with local media for Foundation activities.
3. Oversee the Foundation’s use of technology to support and improve both online donations as well as Foundation event activities and fundraising campaigns.
4. Oversee integration of back office systems and workflow for online donations, event activities, funding requests, budget proposals, etc.
5. Maintain and update Foundation site, as well as social media pages.
6. Work with Foundation President, Executive Director, and Committee Fundraising Chairs, with publication of Foundation related news and information relative to the Foundation and its Mission, for placement on the website, through Foundation/PTA E-blast as well as Social Media outlets.
7. Oversee training of future Technology and Communications committee members on: all aspects of maintaining and updating the Foundation website; back office integration, including workflow policies and settings as in Formstack, Stripe, Google Docs, et al; as well as maintaining and updating the Foundations social media pages.

6. Finance

a. Work with the Foundation Treasurer in an advisory capacity.

b. Assist the Foundation Treasurer if requested with finance or investment related projects, including preparation of the annual budget for Board approval.

c. Develop and oversee all internal accounting policies and procedures.

d. Review Foundation Finances annually.

8. Fundraising

a. Lead Development and generate strategies for fundraising

b. Oversee LJHS Foundation annual fundraising activities that may include: Annual Giving Campaign, Taste of La Jolla, Spring Fundraiser, Viking Golf Classic, and the eScrip Programs, among others.

c. Evaluate all fundraising activities annually.

9. Membership

a. Obtain a signed “Director Responsibility Form” from each Director annually.

b. Evaluate each Director’s fulfillment of his/her Board responsibilities.

c. Determine which Directors wish to serve another Term on the Board. Target completion by the March Board Meeting of the prior year.

d. Target skill sets and connections that could be valuable to the Board in the upcoming year, and solicit names and information regarding people interested in serving on the Board.

e. Prepare and present a list of nominees for new Directors for the April Board Meeting.

f. Prepare and present a list of nominees for Officers for a vote at the April Board Meeting.

g. Present nominees—for Committee Chairs and new Members/Directors--for formal vote at the May Board meeting.

h. Be responsible for orientation of new Directors.

III. MEETINGS AND EX-OFFICIO MEMBERS

A. MEETINGS

 Board meetings shall be held monthly, most often on the third Wednesday, at 7:00 A.M.. or as otherwise determined by the Board.

B. EX-OFFICIO MEMBERS

 Ex-officio members of the Board shall be the Principal of La Jolla High School, the Executive Director of the Foundation and a representative from the La Jolla High School Alumni Association.

IV. ELECTIONS/TERMS

A. DIRECTORS

1. Nominees shall be presented at the April Board meeting by the Membership Committee.
2. Elections shall take place at the May Board meeting. New Directors shall be invited to attend the Annual Meeting, the last Board meeting of the fiscal year.

3. A Director’s term shall be for a minimum of two fiscal years commencing on July 1st of the first year and ending on June 30th of the second year (“Term”),

B. OFFICERS

1. Nominees must have served on the Board for at least one year unless that requirement is waived by a majority vote of the Board.

2. Nominees shall be presented at the April Board meeting by the Membership Committee.

3. Elections shall take place at the May Board meeting.

4. Officers shall be elected for one fiscal year and it is recommended that Officers not be elected to the same office for more than two consecutive fiscal years unless that requirement is waived by a majority vote of the Board.

C. COMMITTEE CHAIRS

1. Nominees must have served on the Board for at least one year unless that requirement is waived by a majority vote of the Board.

2. Nominees shall be presented at the April Board meeting by the Membership Committee.

3. Elections shall take place at the May Board meeting.

4. Committee Chairs shall be elected for one fiscal year and it is recommended that Committee Chairs not be elected to the same Committee Chair position for more than four consecutive fiscal years; provided, however, that any period served prior to July 1, 2005 shall not be counted toward this limit.

V. DIRECTOR RESPONSIBILITIES

A. Directors shall become informed about the Foundation’s history, goals, current operations and concerns, and shall also attend monthly Board meetings. Directors should come to meetings prepared to participate fully in the consideration of all matters before the Board. Only through the sharing of diverse opinions can constructive decisions be reached.

B. Directors who miss three or more monthly Board meetings during a fiscal year will be evaluated for removal by the Membership Committee, whose recommendation shall be subject to Board approval.

C. Directors shall serve on at least one standing committee and shall take on one fundraising initiative/activity, and attend such committee meetings and other sessions as scheduled. Directors should seek out volunteer assignments, particularly those in which their unique skills and experience would be of the greatest benefit to the Foundation.

D. Directors shall support all Foundation fundraising activities and events by performing volunteer assignments; they are also expected to purchase or make for the sale of the targeted number of tickets required for each major activity as approved by the Board, thereby promoting community participation in all events.

E. Directors shall accept a minimal financial commitment or performance as determined by the Board.

F. Directors shall respect the confidentiality of Board discussions since the Board relies on the uninhibited sharing of opinions.

G. Individual Directors should never seek to impose their personal agendas on the Board nor use their position on the Board to impose their personal agendas on the faculty or administration of La Jolla High School.

H. Directors must guard against and disclose any conflict of interest or possible conflict of interest whether business-related or personal per Article IV, Section 15 of the Bylaws.

I. Each Director has the fiduciary responsibility for the funds entrusted to the Foundation and for sound financial management.

J. Each Director shall serve as an ambassador for the Foundation at community and business functions.

VI. ADMINISTRATION OF FUNDS

A. SOURCES OF INCOME

1. Donations.

2. Proceeds from fundraising activities.

3. Interest on bank accounts and net changes in investment accounts.

B. DESIGNATION OF DONATIONS

1. Unrestricted – Donations not designated by the donor for a specific purpose and therefore allocated to the General Fund.

2. Restricted – Donations designated by the donor for a specific purpose and therefore allocated to one of the following funds or such other accounts or uses as the Foundation may create:

a. Endowment Fund

b. Academics General Fund

c. Academic Department Funds (specific)

d. Athletic General Fund

e. Sport Program Funds (specific)

f. Buildings & Grounds General Fund

g. Buildings & Grounds Project Funds (specific)

3. Donations may not be designated to specific La Jolla High School staff members, including administrators, faculty or other school employees, for their exclusive use.

4. Donations received with a designation outside the Foundation guidelines will not be deposited until the donor is contacted and a conforming designation is made.

C. EXPENDITURE OF FUNDS

 1. Funding Request Procedures

1. For Budgeted Expenditures:

i. Advance Budgets (Fundraising/ Expense Plan) for each sports program and, where feasible, for academic teams and clubs, will be prepared prior to the team or club season.

ii. Advance Budgets will be drafted, reviewed and approved by the Coach or Advisor, Athletic Director or Vice Principal and Principal and the appropriate Committee Chair. The Committee Chair will present to the Executive Committee for endorsement by its majority vote prior to presentation for full Board approval, that also on a majority basis.

iii. Once the Advance Budget has been approved, to enable vendor payment or reimbursement, a bill/invoice needs to be annotated and signed by the affiliated coach or staff member with reference noted of the budget line item. It should then be forwarded directly to the Executive Director for payment.

 b. For Non-Budgeted proposed expenditures **greater than $2000**:

 i. Funding Request Form must first be completed by a staff member and submitted for Administrative approval(s)— to the appropriate Department Chairs, Athletic Director, and/or Vice Principals--then to the Principal of the School for review and recommendation/authorization; this will be done in a timely manner. The Principal will insure that funding requests do not violate school district regulations and determine that no other funds are available.

 ii. All endorsed Funding Request Forms shall then be forwarded to the Foundation office/Executive Director who will then direct them to the appropriate Committee Chair.

 iii. That appropriate Committee Chair shall review each request, determine funding sources and present all requests for review, and endorsement by a majority vote of the Executive Committee.

 iv. Notice of such actions shall be provided to the Board for their review and approval at the next meeting and such action shall be filed with the minutes.

 v. Notice of Board action shall be given to the requesting party and the Executive Director shall disburse the funds.

 vi. Such requests for expenditures greater than $2000 **that require expedited approval** shall be completed as per C.1.b.i and C.1.b.ii above. In conjunction with the Committee Chair, the Executive Director or designee will forward the request to the full board for approval. Majority vote of the full board will fulfill approval or denial of the request.

 c. For Non-Budgeted proposed expenditures, deemed worthy of being “Expedited” **less than or equal to $2000**:

 Follow steps i-ii above, then:

 iii. The appropriate Committee Chair shall review each request, determine funding sources and present all requests for review, and approval by the majority vote of the Executive Committee.

 iv. Notice of the Executive Board action shall be given to the requesting party and the Executive Director shall disburse the funds.

 v. The full Board will be notified at the monthly meetings of any interim Executive Committee funding approvals.

2. Unrestricted Funds - may be used for the following:

a. Operating expenses including payroll and insurance.

b. Any expenditure approved by the Board

c. Item(s) requested for which Restricted Funds are unavailable or insufficient with approval of the Board.

3. Restricted Funds - may be used for the following:

a. Expenditures from a Restricted Fund with approval of the Board.

b. Items(s) requested from a Restricted Fund for which there are insufficient funds and where there are funds available from another related Restricted Fund with approval of the Board.

D. PRE-FUNDING TRANSFERS

1. On June 30th of each fiscal year Unrestricted Funds (“General Fund”) shall be transferred to, but not limited to, the following funds: Operating Expenses, Payroll, Academics General, Buildings and Grounds General, Athletics General

2. Pre-fund transfer amounts require approval of the Board.

E. YEAR-END TRANSFERS

1. General

a. The ending balance of the Interest fund shall be transferred to the General Fund.

b. The ending balances of the Operating, Payroll funds shall be transferred to the General Fund.

c. The ending balances of the Golf Tournament, eScrip, Taste of La Jolla, the Spring Fundraiser, and other General Fundraising and Development Initiatives shall be transferred to the General Fund.

2. Academics

a. The ending balance of any Academic fund that is no longer active shall be transferred to the Academics General fund.

3. Athletics

a. The ending balances of the Banners, Media Guides, Sport Supporter and other General Athletic fundraising shall be transferred to the Athletics General fund.

b. The ending balances of the Alumni Baseball Game and Alumni Softball Game funds shall be transferred to the Baseball and Softball funds respectively.

c. The ending balance of any Athletic fund that is no longer active shall be transferred to the Athletics General fund.

4. Buildings & Grounds

 The ending balance of any Buildings & Grounds fund that is no longer active shall be transferred to the Buildings & Grounds General fund.

Approved by the Board of Directors of The Foundation of La Jolla High School, Inc. at the meeting of the Board on July 13, 2015.

 revised 8/7/15