

## ACADEMIC CHOICE TEAM BYLAWS (November 4, 2016, version)

### I. NAME

1. The name of this organization is the Academic Choice Team (ACT).

### II. PURPOSE

1. The purpose of this organization is to support the Academic Choice program at Berkeley High School and assist it in realizing its mission and vision, as set forth in the Academic Choice Program Proposal approved by the Berkeley Unified School District Board of Education, February 16, 2005. The purpose of the organization is not for profit.

### III. MEMBERSHIP

1. Every student enrolled in the Academic Choice program, their parents and guardians and every teacher teaching an Academic Choice course is automatically a member of the Academic Choice Team. There are no dues or requirements.

### IV. MEMBERSHIP MEETINGS

1. General meetings of the membership are to be held at least twice a year: fall and spring.
2. A fall membership meeting will be held in the first semester of each year at which a financial report for the prior year will be given, and a budget for the current year will be presented.
3. A spring membership meeting will be held in the second semester of each year at which members will be presented with: 1) an evaluation of the program in the prior year including data regarding BHS common assessment measures, 2) available program assessment data from the first semester of the current year, 3) proposed changes to the program, if any, for the following year. Also, parent members will elect five parent/guardian representatives to the Academic Choice Advisory Council. If the five parent/guardian positions are not filled at the spring meeting a further vote will be taken at the fall meeting.

4. Special membership meetings may be called by vote of the Academic Choice Advisory Council or upon receipt by the Secretary of a petition signed by at least 30 members.
5. Notice of regular or special membership meetings, including agenda, will be posted at least three days in advance on the Academic Choice and BHS etrees. Notice of the fall and spring AC meetings will be posted at least one week in advance on the Academic Choice and BHS etrees.
6. General meetings are open to the public, but only members are entitled to vote.
7. A vote of the membership requires a quorum of 30 members at a properly called membership meeting.

#### V. FIDUCIARY AGENT

1. The Berkeley High School Development Group will act as the ACT fiduciary agent for funds donated to support the Academic Choice program.

#### VI. ACADEMIC CHOICE ADVISORY COUNCIL

1. The Academic Choice Advisory Council (ACAC) will consist of 5 parents/guardians, 4 teachers, 5 students, and the Teacher Coordinator. The Teacher Coordinator will facilitate the selection of student representatives in September of each year. Teachers will select their representatives to ACAC at a time and in a manner of their choice, facilitated by the Teacher Coordinator. The BHS Principal, or an administrator designated by the Principal, will be an ex officio member of the ACAC.
2. The Academic Choice program is governed by the decision-making model of Berkeley High School and ultimately by the Berkeley Board of Education. The purpose of the Academic Choice Advisory Council is to:
  - a. organize the efforts of the Academic Choice Community to support the program in whatever manner is deemed necessary and appropriate, including, but not limited to, raising and disbursing funds to enrich the program.
  - b. organize ongoing self-evaluation of the program and to present the results of that evaluation to the community and administration, and

- c. provide a forum for the community to articulate issues and concerns regarding the program and present those issues and concerns to the administration.
3. The ACAC will elect, from its members, a Chairperson (or co-chairs), a Secretary, a Treasurer, and a Student Support Coordinator.
4. The ACAC will schedule regular monthly meetings. However, regularly scheduled meetings may be canceled or rescheduled by vote of the ACAC with notice posted to the AC and BHS etrees. Special meetings of the ACAC may be called as deemed necessary by the council and its Chairperson. All council members must be given 48 hours notice of any meeting called; email or phone messages are acceptable forms of notice. For the conduct of business, a quorum of seven members including at least 1 parent, 1 teacher and 1 student must be present. All meetings of the ACAC will be open to the public. **A member of the AC community who requests funding from the ACAC must submit a completed ACAC grant request form (available online through the Academic Choice website) at least one week in advance of the meeting. A member requesting funds must leave the meeting room during the vote on her/his request.**
5. Meetings should be conducted with fairness, reason and courtesy. If these prove insufficient, the chair will conduct business according to Robert's Rules of Order, most recently revised.
6. Between meetings of the ACAC, business may be conducted by email, provided that, if any council member objects to handling the business under consideration without a meeting and full discussion, the matter may not be decided by email. The secretary will keep records of any poll or vote taken by email.
7. The ACAC is empowered to approve disbursements from funds raised to support the Academic Choice program. A budget based on the best available information will be presented to the membership at the beginning of each year, but may be revised by the ACAC if necessary. All disbursements authorized will be recorded in the ACAC minutes.
8. The ACAC will be responsible for seeing that an up-to-date website and email communication system is maintained for the program.
9. In the event of the resignation of an officer or ACAC member, the ACAC will appoint another member of the same constituent group to fill the vacancy.

10. AC parents/guardians who serve on Academic Choice committees are encouraged to attend ACAC meetings, where they serve as alternates if fewer than 5 representatives are present.

## VII. OFFICERS AND THEIR DUTIES

1. ACAC parent/guardian members act as liaison between parents and the Academic Choice program and coordinate the work of all parent committees.
2. The Teacher Coordinator is recommended by staff and confirmed by vote of the ACAC. His/her role is outlined in the Academic Choice Program Proposal adopted February 16, 2005, which description may be further refined by action of the ACAC.
3. The ACAC Chairperson will prepare the agenda for ACAC meetings, will preside at ACAC meetings and may call special meetings of the ACAC if the need arises.
4. The Secretary is elected by the ACAC from among its members. The Secretary is responsible for proper notice of all membership and ACAC meetings. The Secretary will see that minutes are taken of all membership and ACAC meetings and that those minutes are posted to the Academic Choice website. Any actions taken by email will be recorded as part of the minutes taken at the subsequent ACAC meeting.
5. The Treasurer is elected by the ACAC from among its members. The Treasurer will act as liaison between the ACAC and the Berkeley High Development Group. The Treasurer will keep a record of all donations and expenditures and will prepare a report for the membership at the end of each fiscal year detailing beginning balance, income, expense and ending balance, and present same at the fall membership meeting. The Treasurer will prepare each spring, for the approval of the ACAC, a projected budget for the next fiscal year.
6. The Student Support Coordinator (SSC) is elected by the ACAC from among its members. The SSC will act as a liaison between the ACAC, the BHS Student Academic Support Coordinator and the AC community. The SSC will help implement AC support strategies and promote available tutoring options through the etrees, meetings, and other available opportunities.
7. Officers will serve from their election each fall until the election of their successor the following spring.

## VIII. COMMITTEES

1. The following are standing committees of ACT: Finance and Budget, Fundraising, Outreach/Diversity, Student Support, Communications, and Community Events. The ACAC may form other, special committees as seems desirable.

## IX. FINANCE AND BUDGET COMMITTEE

1. The Finance and Budget Committee is the group that develops the annual budget for ongoing activities of the ACAC and the overall budget for special projects for the school year. The Finance & Budget Committee includes:
  - a. AC Vice Principal
  - b. ACAC Treasurer
  - c. ACAC Chair
  - d. AC Lead Teacher
  - e. AC Student Representative
  - f. AC Teacher
  - g. Up to an additional 3 at large ACAC members who volunteer (teachers, students, parents)
  - h. For meetings a quorum of 5 would be needed
2. The duties of the Committee:
  - a. developing and presenting a budget for review in the first quarter of the school year first by the ACAC Executive and ACAC Vice Principal and second by adoption by the full ACAC.
  - b. reporting to the full ACAC, monthly reports by the AC Treasurer comparing budget to actual.
3. The Committee shall approve all funding requests of \$2000 and below. The Lead Teacher and AC VP will approve all requests in budgeted areas from AC teachers so long as each individual request is \$2000 or less; and no cumulative single AC Teacher's requests exceed \$2000. Any amounts above \$2000 per request and/or teacher requires further approval by a vote of the ACAC.
4. All expenditures from ACAC funds require third-party receipts, vendor invoices, or staffing proposals per BHS guidelines.
5. No later than the April ACAC meeting, a revised budget may be presented reallocating or increasing fund.
6. The Finance and Budget Committee will meet once a quarter and may convene meetings via telephone or email.

## X. FISCAL YEAR

1. For accounting purposes, the ACT fiscal year shall be July 1 through June 30.

## XI. AMENDMENT

1. These bylaws may be amended by a two-thirds vote of the members at any duly noticed regular or special membership meeting.

These Academic Choice Team Bylaws are adopted as revised by vote of the membership on November 4, 2016.