

**DUTIES OF THE SOUTH TECH CHARTER ACADEMY, INC. GOVERNING BOARD**

1. A Board policy shall be developed by a committee appointed by the Chairman. Said policy must be approved by a majority of the Board. Parts of the policy may be voted on separately, if desired by a Board member.
2. Board policy should include members rights; i.e., to receive written notice of Board meetings at least three days prior to such meeting; examine South Tech's books, records, meeting minutes, financial statements and contracts; place items on the Board meeting agenda at the appropriate time.
3. The Governing Board delegates to the Academy President or Management Company Representative, responsibility for policy interpretation to the staff and public, rule making, and issuance of procedural directives and guides not specifically covered by the Board Policy Manual. Such interpretations, rules, and directives have the force of Board regulation unless and until superceded by Board action.
4. The South Tech Charter Academy, Inc. Board is both responsible and liable for South Tech, and the laws require Board members to follow the rule of the reasonably prudent person and the principle of good faith.
  - a. Reasonably prudent means that the Board **will not** mismanage South Tech Charter Academy, Inc. by deviating from fundamental management principles, such as careful planning for the future of South Tech, reviewing the financial status of South Tech, monitoring compliance with Board policies; **or fail** to govern by utilizing all control systems to govern South Tech. The Board **will not** be involved in self-dealing that provides personal gain to Board members.
  - b. Good faith means that Board members will:
    1. Attend all Board meetings and related committee meetings.
    2. Read and understand Board policies and By-Laws.
    3. Pay attention to corporate affairs and keep informed about organization activities.
    4. Ensure that South Tech is in compliance with legal requirements.
    5. Avoid self-dealing.
5. Ethics
  - a. Board members will adhere to a Code of Ethics attached to this policy.
6. The President or Management Company Representative shall be directed to assembly an annual report in accordance with the South Tech Charters Academy, Inc. Charter.

Authority: 1002.33(9) F; South Tech Charter, Part vi, Section 31,  
Code of Taxpayer Bill of rights 2, PL 104-68(110 Stat. 1452), Sec.4958

Implemented: 1002.33(9) F; South Tech Charter, Part vi, Section 31  
Code of Taxpayer Bill of rights 2, PL 104-68(110 Stat. 1452), Sec.4958

History: New: 7/01/2004; Revised 7/07/2005, 09/07/2006, 06/04/09, 3/11/2010

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**SOUTH TECH CHARTER ACADEMY, INC.  
BOARD MEMBER CODE OF ETHICS  
AND  
BOARD SERVICE COMMITMENT PLEDGE**

**Directions:** As a Board member, you need to be aware that more is expected of those in leadership roles. Review the following statements. Signing this Code of Ethics solidifies your commitment to honest Board service.

As a member of South Tech Charter Academy, Inc. Governing Board, I will:

- Represent the interests of all people served by South Tech Charter Academy, Inc., and not favor special interests inside or outside of this nonprofit institution.
- Keep confidential information confidential.
- Respect and support the majority decisions of the Board.
- Approach all Board issues with an open mind, prepared to make the best decision for everyone involved.
- Do nothing to violate the trust to those who elected or appointed me to the Board, or those we serve.
- Focus my efforts on the mission of the School and not on my personal goals.
- Never exercise authority as a Board member except when acting in a meeting of the full Board, or as I am delegated by the Board.
- Consider myself as a “trustee” of this Academy and do my best to ensure it is well maintained, financially secure, growing, and always operating in the best interests of those we served
- Never solicit or accept anything of value (including payment, gift, loan, reward, promise of future employment, favor) based upon any understanding that my votes, official actions or judgment would be influenced thereby.
- Never corruptly use or attempt to use my official positions to secure a special privilege, benefit or exemption for myself or someone else.
- At all times exercise a duty of loyalty to South Tech Charter Academy, Inc.

I pledge to:

1. Establish as a high priority, my attendance at all meetings of the Board.
2. Come prepared to discuss the issues and business to be addressed at scheduled meetings, having read the agenda, and all the background material relevant to the topics at hand.
3. Observe the parliamentary procedures and display courteous conduct in all Board and committee meetings.

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Board member signature

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Date

South Tech Charter Academy, Inc. Board Policy **1.012**

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