SAN DIEGO INDEPENDENT SCHOLARS

(A California nonprofit public benefit corporation)

DIRECTORS HANDBOOK

Including

BY-LAWS

POLICIES

BOARD AND CHAIR JOB DESCRIPTIONS

HELEN HAWKINS FUND MANUAL

ARTICLES OF INCORPORATION

STATE AND FEDERAL LETTERS OF DETERMINATION

PLEASE NOTE: This Directors Handbook is the property of San Diego Independent Scholars.

When you depart the Board, because your term is up or for any other reason, this Handbook is to be returned to San Diego Independent Scholars. Give it to the officer or chairperson who will fill your position, or return it to the President.

Table of Contents

BY-LAWS 5

ARTICLE I. PURPOSES 5

ARTICLE II. MEMBERS 5
Section 1. Members. 5
a. Members. 5
b. Donors. 5
Section 2. Meetings. 5
a. Conduct of Meetings. 5
b. Annual Meeting. 5
c. Special or Emergency Meetings. 6
Section 3. Voting. 6
a. Voting Rights. 6
b. Quorum 6

ARTICLE III. BOARD OF DIRECTORS. 6
Section 1. General Powers. 6
Section 2. Number, Election, and Term of Office 6
a. 1. Number. 6
a. 2. Directors at Large. 6
a. 3. Election of Chairs. 7
b. Election 7
c. 1. Term of Office. 7
c. 2. Election of Officers in Alternate Years. 7
Section 3. Meetings. 7
Section 4. Quorum 7
Section 5. Removal of Directors. 7
Section 6. Advisory Board. 7

ARTICLE IV. OFFICERS 8
Section 1. Officers. 8
Section 2. Election 8
Section 3. President. 8
Section 4. Executive Vice President. 8
Section 5. Administrative Vice President. 8
Section 6. Treasurer 8
Section 7. Secretary. 8

ARTICLE V. COMMITTEES 9
Section 1. Nominating Committee. 9
Section 2 a. Standing Committees and Special Committees 9
Section 2 b. Standing Committees. 9
Section 2 c. Special Committees. 9

ARTICLE VI. AMENDMENTS 9
Section 1. Amendments to the By-laws. 9

POLICIES OF THE BOARD OF DIRECTORS **10**
1. Board of Directors' Meetings. 10
2. Criteria for Membership. 10
3. Study Groups and Workshops. 10
4. Nominating Committee. 10
5. Standing Committees. 10
6. Treasurer 10
7. Dues Structure. 10
8. Announcements of other organizations' meetings 11
9. Status of former Associate Members. 11
10. Disbursements. 11
11. NCIS Affiliation. 11
12. NCIS Representative. 11
13. Funded position. 11
14. Vacant Presidency. 11
15. Policies. 11
16. Dues. 11
17. Honorary Membership. 11
18. Hawkins Grant Application. 11
19. Meeting Dates and Time. 11
20. Hawkins Grant protocol. 11
21. Hawkins Grants Committee. 11
22. Household Dues. 12
23. Administrative Vice President. 12
24. Vacant Presidency. 12
25. Dues. 12
26. Working Groups. 12
27. Study Groups and Workshops. 12
28. Annual Audit 12
29. Robert's Rules of Order. 12
30. Annual Business Meeting Agenda. 12
31. Bank Account Signers. 13
32. Board Transition. 13
33. Reimbursement for home copy/print jobs. 13
34. Membership Cards. 13
35. Dues. 13
36. Helen Hawkins Memorial Research Fund. 13
37. Jane Ford Memorial Fund. 13

BOARD MEMBER JOB DESCRIPTIONS **14**
JOB DESCRIPTION: PRESIDENT 15
JOB DESCRIPTION: EXECUTIVE VICE PRESIDENT 16
JOB DESCRIPTION: ADMINISTRATIVE VICE PRESIDENT 17
JOB DESCRIPTION: SECRETARY 18
JOB DESCRIPTION: TREASURER 19
JOB DESCRIPTION: NOTEBOOK EDITOR 20
JOB DESCRIPTION: PUBLICITY CHAIR 21
JOB DESCRIPTION: PROGRAM CHAIR 22

JOB DESCRIPTION: MEMBERSHIP CHAIR 23
JOB DESCRIPTION: DIRECTOR AT LARGE 24
JOB DESCRIPTION: NOMINATING COMMITTEE 25
JOB DESCRIPTION: SOCIAL CHAIR 26
JOB DESCRIPTION: ARCHIVIST 27

HELEN HAWKINS MEMORIAL RESEARCH FUND 29

ADMINSTRATIVE PROCEDURES AND POLICIES 29
PART I – ADMINISTRATIVE PROCEDURES 29
PART II – HHMRF REVIEW GRANT COMMITTEE POLICIES 30
PART III – AWARDS MAY OR MAY NOT BE GRANTED FOR: 31
PART IV. EVALUATION: 31
APPLICATION MANUAL 32

APPLICATION FOR RESEARCH FUNDS 35

APPLICATION FOR TRAVEL GRANT 36

FORM LETTER TO AWARDEE 37

FORM LETTER TO UNSUCCESSFUL APPLICANT 38

ARTICLES OF INCORPORATION 39

EXCERPTS FROM STATE AND FEDERAL LETTERS OF DETERMINATION 41
Franchise Tax Board, State of California 41
Department of the Treasury, Internal Revenue Service 42

INDEX 43

SAN DIEGO INDEPENDENT SCHOLARS

(A California nonprofit public benefit corporation)

BY-LAWS

(Revised April 5, 2000)

ARTICLE I. PURPOSES

SAN DIEGO INDEPENDENT SCHOLARS, INC. is a charitable and educational corporation. Its purposes are twofold:

1. To encourage and promote scholarly discussion, research, writing and publication among independent scholars, and

2. To conduct regularly scheduled meetings of general interest which are open to the public, in order to stimulate awareness about the work and achievements of independent scholars.

ARTICLE II. MEMBERS

Section 1. Members.

a. Members.

Members shall be scholars who are pursuing knowledge in any field or fields. Qualification for membership shall be work of scholarly merit or other indications of scholarly purpose, such as membership in discussion groups and workshops. A graduate degree may serve as indication of scholarly purpose but is not necessary. Members may stand for election to the Board of Directors, vote for the board of Directors, and be eligible for grants-in-aid and library privileges.

b. Donors.

Donors shall be individuals or corporations who show their financial support of San Diego Independent Scholars, Inc. and who wish to be informed of its progress. Donors are entitled to receive the newsletter and attend all meetings.

Section 2. Meetings.

a. Conduct of Meetings.

All Board and business meetings shall be conducted according to the latest edition of Robert's Rules of Order. General non-business meetings of the corporation shall be open to the public.

b. Annual Meeting.

The annual business meeting of the San Diego Independent Scholars, Inc. shall be held in May. Members shall receive notice of the date, time and place of the meeting not more than 60 days and not less than 10 days in advance of each meeting. The meeting notice shall include the slates of candidates proposed by the Nominating Committee and any proposed changes in the By-laws. The annual meeting shall include a business meeting with brief verbal reports by each officer and standing committee chair of their activities and recommendations, if any; written reports of such activities and recommendations shall be filed with the Secretary.

c. Special or Emergency Meetings.

A special or emergency business meeting may be called by the President, or upon written request to the President of 5% of the members of the corporation. Notice of any special meeting shall be given in writing not less than 10 days prior to the meeting and shall specify the date, time and place of the meeting and the business to be transacted at such meeting; no other business shall be transacted.

Section 3. Voting.

a. Voting Rights.

Members are entitled to elect directors and officers of San Diego Independent Scholars and to vote upon question of policy brought before the membership. Absentee voting rights may be exercised through valid proxies or absentee ballot as expressly authorized by the Board of Directors.

b. Quorum.

A quorum for the annual meeting or a special meeting at which the business of the corporation is transacted shall consist of two-fifths of the members or 10 members, whichever is greater. Valid proxies shall be counted in establishing a quorum. If a quorum is present, a majority of those present may elect the Directors and act upon any other matters set forth in the notice of meeting which are proper to members. In the event that a quorum is not present at the Annual Meeting to elect a new Board, the outgoing Board shall remain in place for 30 days, to allow time for collection of absentee ballots from members who are not present at the meeting and have not sent in valid proxies.

ARTICLE III. BOARD OF DIRECTORS.

Section 1. General Powers.

The affairs of the corporation shall be managed by the Board of Directors in accordance with the latest edition of Robert's Rules of Order.

Section 2. Number, Election, and Term of Office.

a. 1. Number.

The authorized number of Directors shall not be less than 7 nor more than 17. The Board of Directors may add up to two additional Directors during any one year. A request by the Board of Directors to add more than two additional Directors in a given year must be approved by a quorum of members as defined in Article III, Section 2 a.

a. 2. Directors at Large.

These additional Directors shall be selected by the Nominating Committee and be subject to approval by the Board of Directors. The Directors at Large shall be voting members of the Board, attend all Board meetings, be eligible for such duties as assigned by the Board, and shall be Chairpersons of such special committees formed by the Board in addition to the Standing Committees.

a. 3. Election of Chairs.

Among the Directors, two chairs with specific duties shall be elected by the membership at the annual meeting. These two Directors shall be on the ballot as Notebook Editor and Program Chair.

b. Election.

The Directors shall be elected by the members of the corporation from a slate of candidates proposed by the Nominating Committee and such additional candidates as may be proposed from the floor. Vacancies which occur on an existing Board of Directors shall be filled by the Board of Directors for the remainder of the vacant term.

c. 1. Term of Office.

Each Director shall be elected to a two-year term. No Director may serve for more than two consecutive terms or four years, whichever is greater.

SEE AMENDMENTS BELOW
AT END OF BYLAWS

c. 2. Election of Officers in Alternate Years.

To assure the continuity of experience and leadership on the Board of Directors, the offices of President and Executive Vice President shall be elected in alternate years. In even-numbered years, the offices of President, Administrative Vice President, and Secretary shall be elected. In odd-numbered years, the offices of Executive Vice President and Treasurer shall be elected.

For the one year, 2000, the Administrative Vice President shall assume the duties of the Executive and Administrative Vice President. From 2001 and thereafter, both Vice Presidents will be seated on the Board of Directors and will assume the duties of their individual offices.

Section 3. Meetings.

The Board of Directors shall meet at least four times a year, at such time and place as the Board of Directors shall designate. Emergency meetings of the Board of Directors may be called by the President, Vice Presidents, or any two Directors, and shall be held upon five days notice by first-class mail or 48 yours notice delivered personally or by telephone.

Section 4. Quorum.

A quorum for the transaction of any business by the Board of Directors shall consist of a majority of the total number of directors.

Section 5. Removal of Directors.

Upon petition signed by 5% of the members, a special meeting may be held to vote upon the removal of one or more Directors. Removal of any Director(s) will require the vote of a majority of the entire membership. Removal of the entire Board of Directors will require a majority of the entire membership. If removal of the entire Board of Directors is effected, a new Board of Directors shall be elected at the same meeting. Nominations will be taken from the floor. The President of the former Board shall conduct the meeting until such time as a new Board is elected.

Section 6. Advisory Board.

All past Presidents of San Diego Independent Scholars *together*, as available, shall constitute and serve as an Advisory Board to the Board of Directors.

ARTICLE IV. OFFICERS

Section 1. Officers.
The officers of the corporation shall consist of a President, an Executive Vice President, an Administrative Vice President, a Treasurer, and a Secretary.

Section 2. Election.
The Nominating Committee shall present a slate of proposed officers and directors to members for election at the annual business meeting.

Section 3. President.
The President shall be chief executive officer of the corporation. The President shall preside at meeting of the Board of Directors and at general and business meetings of the membership of the corporation. The President shall exercise the general powers and duties of management usually vested in the office of president of a corporation, and such other powers as may be prescribed by the Board. The President is a member ex officio of all committees except the Nominating Committee.

Section 4. Executive Vice President.
The Executive Vice President shall act as assistant to, be representative of, and substitute for the President in all presidential matters as described above when the President is unable to carry out the responsibilities of that office. The Executive Vice President shall have such other powers and perform such other duties as from time to time may be prescribed by the Board.

Section 5. Administrative Vice President.
The Administrative Vice President shall act as assistant to the other officers and Directors in all matters under their jurisdiction; and shall have such powers and perform such other duties as may be prescribed by the President and the Board. The Administrative Vice President assumes the responsibilities of the Executive Vice President when the Executive Vice President assumes the President's responsibilities.

Section 6. Treasurer.
The Treasurer is the chief financial officer of the corporation, and shall keep and maintain or cause to be maintained, adequate and correct accounts of the properties and business transactions of the corporation. Ledgers and books of account of the corporation shall be open to inspection by any member upon reasonable notice. The Treasurer shall deposit or cause to be deposited all moneys and other valuables in the name and to the credit of the corporation with such depositories as may be designated by the Board. The Treasurer shall disburse or cause to be disbursed the funds of the corporation as may be ordered by the Board of Directors, shall render or cause to be rendered to the President and the Directors an account of all transactions as Treasurer and of the financial condition of the corporation at regularly scheduled meetings of the Board of Directors, and shall have such other powers and duties as may be prescribed by the Board of Directors. The records of the Treasurer shall be reviewed yearly by an Audit Committee of not less than two members appointed yearly to perform such action, before the Annual Business Meeting of the Corporation.

Section 7. Secretary.
The Secretary shall keep or cause to be kept, at the principal office of the corporation or other such place as the Board may order, a book of minutes of all meetings of the Board of Directors and the reports of its Committees, and the annual business meeting of the corporation, with the time and place of holding, whether regular or special, and if special, how authorized, the notice thereof given,

the names of those present at Board of Directors meetings, the numbers of members present at the annual business meeting, and the proceedings thereof. The Secretary shall give, or cause to be given, notice of all meetings of the Board of Directors and any committees thereof required by these By-laws or by law to be given, and notice of all meetings of the members, and shall perform such other duties as may be prescribed by the Board of Directors. The Secretary shall keep or cause to be kept the official records of the corporation, including but not limited to correspondence, committee reports, historical material, newspaper and other reports of its activities.

ARTICLE V. COMMITTEES

Section 1. Nominating Committee.
There shall be a Nominating Committee consisting of five members who shall be elected by members of the corporation at its annual meeting. The Nominating Committee shall present a slate of officers and directors of the corporation, and a slate of candidates for the next Nominating Committee, to be elected by members at the annual meeting.

Section 2 a. Standing Committees and Special Committees.
Standing and special committees may be formed at the discretion of the Board of Directors. Committees shall report to the Board of Directors at monthly or quarterly intervals, or as the Board of Directors shall direct. Committee chairs shall file a written report of their activities and recommendations each year, and shall deliver brief verbal reports at the annual business meeting.

Section 2 b. Standing Committees.
Standing Committees are assigned specific responsibilities and continue in perpetuity unless abolished by the Board of Directors.

Section 2 c. Special Committees.
Special or Ad Hoc Committees are assigned specific tasks or responsibilities, usually with time limitations, and are dissolved upon completion of their assignment and/or presentation of their report.

ARTICLE VI. AMENDMENTS

Section 1. Amendments to the By-laws.
Except as provided by law, these By-laws may be amended or repealed by majority vote. Amendments shall be presented in written form to members along with notice of the meeting at which they are to be considered given at least ten days in advance.

Two Amendments to the SDIS ByLaws
Approved at the May 2024 Elections
(As of May 29, 2024)

Amendment 1:

Article III, section 2.c.1: Term of Office,

Replace with the following:

Each Director and/or Officer shall be elected for a two year term. No President shall serve for more than two consecutive full terms, . All other Officers shall serve in their respective capacities for no more than four consecutive full terms. No member of the Board shall serve for more than eight consecutive full terms. The terms of office in this amendment shall apply to those Directors and Officers serving prior to the 2024 election. Any past or present Officers and/or Board Member whose tenures had exceeded two consecutive terms shall be considered to have been duly elected and to have properly served, under the By Laws.

Justification
Over the last few years it has been very difficult to find people willing to fill some of the key Board and Officer positions of SDIS. As a practical matter, some Officers and Board members have been serving for longer than the two consecutive terms stipulated in the old Article III. The above change allows substantially more flexibility while still restricting the Presidency to no more than two consecutive terms. It also retroactively legitimizes positions previously filled for more than two consecutive terms.

Amemdment 2:

Article III, section 2.a.3: Election of Chairs

Replace with the following:

Among the Directors five Chairs with specific duties shall be elected by the membership at the annual meeting. These five Directors shall be designated as: 1) Notebook Editor, 2) Program Chair, 3) Membership Chair, 4) Publicity Chair and 5) Zoom and Web Chair.

Justification
In the original Article, only Notebook Editor and Program Chair were cited as non-Officer Board positions requiring election. In recent years three additional positions were created by the Board, and have, de-facto, been elected by the membership, when candidates could be found. These are Membership Chair, Publicity Chair and Zoom & Web Chair. (As Directors, they are more usually, and appropriately, titled: Membership, Publicity, and Zoom & Web Directors).

SAN DIEGO INDEPENDENT SCHOLARS

POLICIES OF THE BOARD OF DIRECTORS

(As Updated October 2004)

1. Board of Directors' Meetings.

Meetings shall be held once a month at times and places agreed to by all directors, with special attention to rotating meeting places in such fashion as to satisfy the needs of directors living at a distance from the City of San Diego.

2. Criteria for Membership.

The Board of Directors shall propose changes in criteria for membership in San Diego Independent Scholarships to the membership, bearing in mind that such criteria must be agreed to by a majority of members.

3. Study Groups and Workshops.

Superseded by No. 27, 10/2004.

4. Nominating Committee.

It is recommended that the Nominating Committee consist of 2 Board members and 3 non-Board members of San Diego Independent Scholars. Because of the delicacy of the inquiries and choices of the Nominating Committee, its deliberations shall be kept in the strictest confidence until they are communicated to the Board.

5. Standing Committees.

Amended 10/2004: The Board of Directors may appoint chairs or coordinators for standing committees such as Program, Publicity, Hospitality, Audio-Visual, Audit, Study Groups and Workshops, Social Events, Directory Production, and so on. Such chairs may be members of the Board of Directors, or may be drawn from among the membership. Committee chairs shall be responsible for constituting their respective committees, subject to approval of their recommended committee members by the Board of Directors. Committee chairs are urged to form committees, which will familiarize their members with the work of SDIS. *Added 10/2004:* In addition to the Notebook Editor and the Program Chair, who are elected members of the Board (see Article III Section 2 a. 3), Membership and Publicity Chairs are voting members of the Board. They may be elected or appointed at Board discretion. Other Standing and Ad Hoc Committee Chairs may attend board meetings for the purpose of obtaining assignments or reporting to the board, but they are not voting members.

6. Treasurer.

At the discretion of the Board, the Treasurer's responsibilities shall include the preparation and submission of all required tax forms and payments to the proper governmental entities.

7. Dues Structure.

The Board of Directors shall propose any changes in dues to members for approval. Dues may not be waived for any class of members without consent of the Board. Dues will not be pro-rated, but shall be considered to be as of September 1 of each year. ~~As of January 5, 1995, dues shall be set at $35.00. Subscriptions to *Scholar's Notebook*, without membership, may be purchased for $15.00 annually.~~ See also #16, #25, & #35, Due

8. Announcements of other organizations' meetings

which may be of interest to members of San Diego Independent Scholars, Inc., will be noticed in the *Scholar's Notebook* if they are sponsored by public educational and/or cultural institutions.

9. Status of former Associate Members.

All associate members in good standing as of January 5, 1995, shall become full members of SDIS. They will choose whether or not to continue their membership at the time of renewal.

10. Disbursements.

Added 2/28/1995: All disbursements in excess of $200.00 shall have prior approval by the board.

11. NCIS Affiliation.

Added 9/25/1995: San Diego Independent Scholars, a founding member of the National Coalition of Independent Scholars (NCIS), shall be an affiliate of NCIS by payment of annual dues.

12. NCIS Representative.

Added 9/25/1995: The NCIS representative from SDIS shall be selected by members of SDIS who are also members of NCIS.

13. Funded position.

Deleted 10/2004

14. Vacant Presidency.

Deleted 10/2004

15. Policies.

Added 6/13/1997: All policies set by the Board are intended to facilitate the execution of the By-Laws. They are not part of the official By-Laws and thus may be set or amended by action of any present or future Board.

16. Dues.

Added 7/10/1997: Dues to be mailed directly to Treasurer, not the SDIS P.O. Box.

17. Honorary Membership.

Approved 10/2004: The Board may approve Honorary Memberships. Honorary Members' dues are waived.

18. Hawkins Grant Application.

Added 10/27/1997: Recruitment of special expert reviewers for Hawkins Grant application (if needed) approved in principle, but the outside help should be voluntary. *Added 10/2004:* If paid help is required, it must be approved by the Board in advance.

19. Meeting Dates and Time.

Deleted 10/2004

20. Hawkins Grant protocol.

Superseded by the Helen Hawkins Grant Manual approved December, 2003

21. Hawkins Grants Committee.

Superseded by the Helen Hawkins Grant Manual approved December, 2003

22. Household Dues.

Superseded by No. 35, 4/2007

23. Administrative Vice President.

Added 2/4/1998: Established new Board position of "Administrative Vice President" with existing Vice President to become "Executive Vice President."

24. Vacant Presidency.

Deleted 10/2004

25. Dues.

Added 5/7/1999: Any member joining and paying dues after April of any year will be granted membership for the entire following year.

26. Working Groups.

Superseded by No. 27, 10/2004

27. Study Groups and Workshops.

Revised 10/2004:

a. Study groups are defined as groups of members who meet outside regular general meetings in order to discuss specific areas of scholarly, literary or artistic creation. Workshops are defined as groups of working scholar-members who meet to submit their work to peer review.

b. The Board of Directors encourages the formation of Study Groups and Workshops by individual members who choose to pursue an identified area of interest together. These study groups are considered valuable adjuncts to scholarly endeavors. The groups are encouraged to be open to any new members to share their scholarly pursuits. When a Study Group or Workshop is contemplated under the aegis of SDIS, the Board must be informed.

c. The study groups and workshops are requested to provide to the *Notebook* Editor the date, time, place of their meeting and current activities in time for publication in the monthly *Notebook*. The groups are encouraged to give a brief report of their adventures in learning at the monthly members' meeting

d. A group can be limited in size; there may be a waiting list, but membership must be on a first-come, first-served basis.

28. Annual Audit

Approved 10/2004: No later than the March Board meeting, the Board will select a member who will audit the books in time to give the membership an audited report at the annual business meeting. This auditor may come from the membership at large or from the Board. The Treasurer will not vote on the selection of the Auditor. Guidelines will be provided.

29. Robert's Rules of Order.

Approved 10/2004: As of this date latest version is the tenth edition, published 2000, and titled Robert's Rules of Order Newly Revised.

30. Annual Business Meeting Agenda.

Approved 10/2004: The agenda for the annual business meeting in May shall include but is not limited to the following reports:

a. Election and announcement of election results

b. Treasurer's report of finances and budget
c. Brief report from each Helen Hawkins Fund recipient of the prior year, if any
d. Membership Chair report: number of members and ongoing efforts to enlarge the membership
e. Announcements of summer activities and future programs.
f. Brief meeting of new and old Boards to confirm the date of their joint meeting.

31. Bank Account Signers. the Secretary's

~~*Added 10/2004:*~~ The President and the Treasurer are authorized signatories on SDIS bank accounts.
Modified in 2010: JA

32. Board Transition.

Added 10/2004: The Board Meeting that follows the annual business meeting (in May) will be attended by all members of both the outgoing board and the incoming board. It will be conducted by the incoming President. The agenda will consist of the transfer of responsibility, documents, files, information, helpful notes and anything belonging to SDIS in the possession of the outgoing board members to the incoming board members. Outgoing Board members will provide guidance as needed to the incoming Board.

33. Reimbursement for home copy/print jobs.

Added 8/2005: Reimbursement should be made for home copiers/printers at Kinko's going rate, currently $0.08 per page, in increments of at least $5 per invoice. The copy/print jobs may be cumulative small jobs or large projects.

34. Membership Cards.

Added 3/2007: To eliminate expense and effort, membership cards are discontinued.

35. Dues.

Added 4/2007: Effective 2007-2008 year, member Dues will be $40 for each member and $55 for a two-member household.

36. Helen Hawkins Memorial Research Fund.

Changed 11/2007: Eligibility requirements for grants are changed to exclude only officers, not all board members.

37. Jane Ford Memorial Fund.

Added 3/2008: Contributions to the Jane Ford Memorial Fund will be used to purchase two copies of each book published by a current SDIS member. Said copies will be donated to the UCSD and San Diego Public libraries for circulation.

SAN DIEGO INDEPENDENT SCHOLARS

BOARD MEMBER JOB DESCRIPTIONS

(As approved October 2004)

Officers:

- President
- Executive Vice President
- Administrative Vice President
- Secretary
- Treasurer

Board Members and Committee Chairs:

- Notebook Editor
- Publicity Chair
- Program Chair
- Membership Chair
- At Large
- Nominating Committee
- Social Chair
- Archivist

SAN DIEGO INDEPENDENT SCHOLARS

JOB DESCRIPTION: PRESIDENT

The President assumes office as an Officer and a Director of the Board immediately upon election by the members or appointment by the Board.

The President exercises the general powers and duties usually vested in the Office of the President as described in Article IV of the By-laws.

The duties of the President include but are not limited to the following:

1. The President shall read and become familiar with the by-laws and policies of the organization.

2. Preside at all meetings of the Board of Directors as well as at members' general and special meetings.

3. Serve, as an ex oficio member, on all ad hoc and standing committees except the Nominating and the Hawkins Grant Committees.

4. Prepare and maintain a calendar of annual responsibilities, tasks, and duties required to ensure efficient and effective organization of the corporation.

5. Know and follow the Helen Hawkins Memorial Research Fund procedures to ensure timely announcements and processing of applications.

6. With the board's approval, delegate unassigned responsibilities such as the following:
    a. Correspondence not specific to any other board members sphere of responsibility.
    b. Pick up and distribute mail from the SDIS mailbox.
    c. Nominating Committee liaison with the board, if necessary.
    d. Liaison function with UCSD with regard to meeting room, parking, library cards.

7. See that required documents in your control are delivered to the Archivist. See Archivist job description for details.

8. Report annually to the Board and to the members.

9. Prepare and/or modify a written schedule of procedures necessary to execute the office of President.

10. Perform such other duties prescribed by the Board in addition to those cited.

SAN DIEGO INDEPENDENT SCHOLARS

JOB DESCRIPTION: EXECUTIVE VICE PRESIDENT

The Executive Vice President assumes office as an Officer and a Director of the Board immediately upon election by the members or appointment by the Board.

The Executive Vice President's duties are described in Article IV of the By-laws. They include but are not limited to the following:

1. The Executive Vice President shall read and become familiar with the by-laws and policies of the organization.

2. Serve as President during the temporary absence of the President during which time may exercise all the general powers and duties generally vested in the Office of the President.

3. Complete such tasks and assume such responsibilities as assigned by the President

4. Assist the President in matters of policy; represent and may speak for the President in these matters.

5. See that required documents in your control are delivered to the Archivist. See Archivist job description for details.

6. Report annually to the Board, and at the Board's request to the members.

7. Prepare and/or modify a written schedule of procedures necessary to execute the office of Executive Vice President.

8. In the event the President's position becomes vacant before the end of the term, the Executive Vice President automatically assumes the office of the President to fulfill that term.

SAN DIEGO INDEPENDENT SCHOLARS

JOB DESCRIPTION: ADMINISTRATIVE VICE PRESIDENT

The Administrative Vice President assumes office as an Officer and Director of the Board immediately upon election by the members or appointment by the Board.

The duties of the Administrative Vice President are described in Article IV of the By-laws. They include but are not limited to the following:

1. The Administrative Vice President shall read and become familiar with the by-laws and policies of the organization.

2. Exercise such powers and perform such duties as may be prescribed by the President, the Executive Vice President, and/or the Board.

3. Assist the President and the Executive Vice President in all matters of administration and organization.

4. Coordinate with UCSD regarding the meeting room and parking matters.

5. Act as assistant as needed to other Officers and Directors in all matters under their jurisdiction.

6. See that required documents in your control are delivered to the Archivist. See Archivist job description for details.

7. Report annually to the Board, and at the Board's request to the members.

8. Prepare and/or modify a written schedule of procedures necessary to execute the office of Administrative Vice President.

9. In the event that the Executive Vice President is required to fill the term of the President, assume the duties and responsibilities of the Executive Vice President.

SAN DIEGO INDEPENDENT SCHOLARS

JOB DESCRIPTION: SECRETARY

The Secretary assumes office as an Officer and Director of the Board immediately upon election by the members or appointment by the Board.

The duties of the Secretary are described in Article IV of the By-laws. They include but are not limited to the following:

1. The Secretary shall read and become familiar with the by-laws and policies of the organization. Although the office is titled Secretary, generally the duties are those of Recording Secretary. Correspondence duties are usually delegated to another board member.

2. Record all salient relevant activities at each SDIS Board of Directors meeting

3. Transcribe the minutes of the meetings

4. Prepare and mail to each Member of the Board, in timely fashion, Board meeting packets which include:

    a. Typewritten minutes of the preceding Board meeting
    b. A typewritten Agenda for the coming Board meeting, which contains items from the President, the other Officers and each of the Directors, as requested
    c. Any other materials requested by the President to be mailed with the minutes

5. Record and transcribe minutes of the annual business meeting.

6. See that required documents in your control are delivered to the Archivist. See Archivist job description for details. Work closely with the Archivist to ensure complete records.

7. Report annually to the Board, and at the Board's request, to the members.

8. Prepare and/or modify a written schedule of procedures necessary to execute the office of Secretary.

9. Perform such other duties as assigned by the President and the Board

SAN DIEGO INDEPENDENT SCHOLARS

JOB DESCRIPTION: TREASURER

The Treasurer assumes office as a Director immediately upon election by the members or appointment by the Board.

The duties of the Treasurer are described in Article IV of the By-laws. They include but are not limited to the following:

1. The Treasurer shall read and become familiar with the by-laws and policies of the organization.

2. Membership and other income
   a. Receive and record membership dues and renewals
   b. Receive and record any other income: fees, contributions, etc.
   ~~c. Sign Membership Cards, working with Membership Chair~~

3. Banking
   a. Deposit receipts
   b. Record all transactions
   c. Reconcile bank statements
   d. Manage both the Operating Account (Bank of America) and the Helen Hawkins Research Fund (Charles Schwab):

4. Disbursements
   Write checks for SDIS expenses when proper bills are presented

5. Prepare the annual budget for approval by the board.
   a. Prepare monthly budget reports for BOD meetings
   b. Prepare annual financial and budget report for the May Annual Meeting

6. State and Federal Forms
   a. No Federal tax is paid, and at this time no reports or returns are required.
   b. File and pay State reports and fees correctly and timely

7. With Membership Chair and Notebook Editor, control the membership list
   a. See that current membership cards are prepared
   b. Send acknowledgement letters to members and other persons who make donations
   c. Forward to Membership Chair renewal and application forms; forward to Notebook editor copies of renewal and application forms in order to update the address list
   d. Work with the Membership Chair and the Notebook Editor to produce the new Directory

8. Provide documents for the annual audit

9. See that required documents in your control are delivered to the Archivist. See Archivist job description for details.

10. Prepare and/or modify a written schedule of procedures necessary to execute the office of Treasurer.

11. Complete such other tasks as assigned by President and the Board.

SAN DIEGO INDEPENDENT SCHOLARS

JOB DESCRIPTION: NOTEBOOK EDITOR

The Notebook Editor assumes office as a Director immediately upon election by the members or appointment by the Board. The Notebook Editor is encouraged to recruit members as needed to whom any of the Notebook duties may be assigned.

The duties of the Notebook editor include but are not limited to the following:

1. The Notebook Editor shall read and become familiar with the by-laws and policies of the organization.
2. Compose, print, and distribute the Scholars' Notebook in a timely fashion before the next general meeting of the membership.
3. Receive information from the Program Chair about the scheduled speaker or program for the next meeting for presentation in the Notebook.
4. Collate relevant news and information of interest to the members for presentation in the Notebook.
5. Solicit from the members articles and other written materials appropriate for the Notebook
6. Prepare and have printed an adequate number of Notebooks
7. Label and mail Notebook to members, special guests, and identified prospective members.
8. Work with the Membership Chair and the Treasurer to produce the new Directory
9. Deliver extra copies of Notebook to the Membership Chair and one to the Archivist.
10. Maintain accurate list of members for mailing and for the Directory (Directory compiled by another member).
11. Collate receipts for all expenditures and present to Treasurer for reimbursement.
12. See that required documents in your control are delivered to the Archivist. See Archivist job description for details.
13. Report annually to the Board, and at the Board's request to the members.
14. Prepare and/or modify a written schedule of procedures necessary to execute the function of Notebook Editor.
15. Complete such tasks as may be assigned by the President and Board.

SAN DIEGO INDEPENDENT SCHOLARS

JOB DESCRIPTION: PUBLICITY CHAIR

The Publicity Chairperson assumes office as a director immediately upon election by the members or appointment by the Board. As chair of the Publicity Committee, he/she is encouraged to recruit members as needed to serve on the Committee, to whom any of the Publicity duties may be assigned.

The duties of the Publicity Chairperson include but are not limited to the following:

1. The Publicity Chair shall read and become familiar with the by-laws and policies of the organization.

2. Contact the publicity departments of the various local newspapers, specialty publications, and local news outlets including the UCSD calendar to determine:
    a. Whether they would print our publicity releases,
    b. Their desired format
    c. Their deadline for acceptance,
    d. Other relevant information needed to ensure good publicity for SDIS

3. Establish an appropriate schedule and mailing list.

4. Receive publicity information from Program Chairperson and distribute the publicity notices in a timely manner to the appropriate publications.

5. See that required documents in your control are delivered to the Archivist. See Archivist job description for details.

6. Report Annually to the Board, and at the Board's request, to the members.

7. Prepare and/or modify a written schedule of procedures necessary to execute the function of Publicity Chair.

8. Perform such other tasks as assigned by the President and Board.

SAN DIEGO INDEPENDENT SCHOLARS

JOB DESCRIPTION: PROGRAM CHAIR

The Program Chairperson assumes office as a Director immediately upon election by the members or appointment by the Board. As chair of the Program Committee, he/she is encouraged to recruit members as needed to serve on the Committee, to whom any of the Program development duties may be assigned.

The duties of the Program Chairperson include but are not limited to the following:

1. The Program Chair shall read and become familiar with the by-laws and policies of the organization.

2. Establish a schedule of programs, presenting them for Board approval as the year progresses.

3. Recruit speakers (by telephone), explaining the nature of the group, length of the talk and the expectation the speaker will accept questions after the talk.

4. Send formal invitational letter to speaker to
    a. Confirm topic, title of talk, date, time and place.
    b. Ascertain need for special equipment (AV-audiovisual)
    c. Request a bio or CV and brief outline of topic with target date for speaker's response.
    d. Enclose map and directions to Chancellor's Complex, parking instructions, and a parking pass as available
    e. Reiterate the nature of the audience, the length of the talk, and the question period.

5. Send outline of topic and CV to Publicity Chairperson and Notebook Editor.

6. Several days before scheduled talk, confirm by telephone.

7. On the ~~evening~~ day of scheduled talk
    a. Check parking slot and AV equipment
    b. Have water pitcher and glass at podium
    c. Greet speaker and introduce to membership at appropriate time.
    d. Send thank you note after the event.

8. Program Schedule:
    a. President opens meeting and makes announcements
    b. Program Chair introduces speaker to membership.
    c. After about one hour, Program Chair thanks speaker and opens floor for questions.
    d. Program Chair announces social hour – coffee, etc.

9. See that required documents in your control are delivered to the Archivist. See Archivist job description for details.

10. Prepare and/or modify a written schedule of procedures necessary to execute the function of Program Chair.

11. Report annually to the Board, and at the Board's request to the Members.

SAN DIEGO INDEPENDENT SCHOLARS

JOB DESCRIPTION: MEMBERSHIP CHAIR

The Membership Chairperson assumes office as a Director of the Board immediately upon election by the members or appointment by the Board. As chair of the Membership Committee, he/she is encouraged to recruit members as needed to serve on the Committee, to whom any of the membership duties may be assigned.

The duties of the Membership Chairperson include but are not limited to the following:

1. The Membership Chair shall read and become familiar with the by-laws and policies of the organization.

2. Recruitment:
    a. Maintain file of inquiries and applications for membership.
    b. Respond to inquiries and applications appropriately to achieve Board approval and confirm membership.
    c. Correspond with prospective members as suggested by the Board or other members.
    d. Follow up with members who fail to renew their membership in early fall.

3. Administrative
    a. Work with Notebook Editor to mail membership renewal/dues notices to current members
    b. Maintain current Active Membership List, coordinating with Treasurer and Notebook Editor re: dues payment, change of address, non-renewals
    c. Send copy of guest list collated at each meeting to Notebook Editor so they can receive the next two copies of the Notebook
    d. Introduce new members, by introducing them at general meetings, printing their biographical information in the Notebook, or some other means.

4. Floor duties at general meetings and other programs
    a. Circulate during meeting to greet guests, ascertain membership potential
    b. See that the membership is made aware of new members
    c. Maintain a count of members and guests who attend the general meetings and programs, noting the make-up of the audience; report counts to the board

5. Door duties
    a. Maintain "sign-up" record for guests at all general meetings, including their addresses.
    b. Greet guests and members.

6. Work with the Treasurer and Notebook Editor to produce the new Directory.

7. See that required documents in your control are delivered to the Archivist. See Archivist job description for details.

8. Prepare and/or modify a written schedule of procedures necessary to execute the function of Membership Chair.

9. Report annually to the Board, and at the Board's request to the Members.

SAN DIEGO INDEPENDENT SCHOLARS

JOB DESCRIPTION: DIRECTOR AT LARGE

Director at Large assumes office as a Director immediately upon election by the members or appointment by the Board.

The duties of a Director at Large include but are not limited to the following:

1. The Director at Large shall read and become familiar with the by-laws and policies of the organization.
2. Attend all Board of Directors meetings.
3. Be conversant with the contents of the Board packets.
4. Participate in discussions.
5. Exercise voting privilege.
6. Serve on ad hoc and/or special committees as requested.
7. See that required documents in your control are delivered to the Archivist. See Archivist job description for details.
8. Report annually to the Board, and as the Board's request to the Members.
9. Prepare and/or modify a written schedule of procedures necessary to execute the functions of Director at Large.
10. Perform such tasks as assigned by the President and the Board.

SAN DIEGO INDEPENDENT SCHOLARS

JOB DESCRIPTION: NOMINATING COMMITTEE

Members of the Nominating Committee assume office immediately upon election by the members or appointment by the Board.

The Nominating Committee shall be called into action by one of the two board members elected to the Nominating Committee near the first of the calendar year following their election in May.

These two Board members shall serve as liaison to the board during the months of the Committee's work.

If no Board member is on the Nominating Committee, a Board Member will be assigned to that committee as liaison, to assist the committee with questions of by-laws and policy.

The first meeting of the five on the Nominating Committee should decide on leadership roles and map out the workload among the committee members. This includes developing a list of offices to be filled.

Members of the Nominating committee shall become familiar with the by-laws and policies of the organization. This includes knowing the job description of each office to be filled.

Nominating Committee members can be nominated for offices.

All members of the committee will keep information related to their duties confidential, realizing some information may be the proper province of one or more board members.

The election is at the annual business meeting in May. The Nominating Committee slate of prospective officers should be published in the Notebook announcing the annual business meeting, which is to be received at least ten days before the meeting. A report to the board about the slate of prospective officers should be made at the April board meeting.

SAN DIEGO INDEPENDENT SCHOLARS

JOB DESCRIPTION: SOCIAL CHAIR

Social Chair assumes office immediately upon appointment by the Board. This is a non-elected, non-board position. As chair of the Social Committee, he/she is encouraged to recruit members to serve on the committee, to whom any of the social duties may be assigned.

The duties of the Social Chair include but are not limited to the following:

1. Create a committee from among the membership.

2. Work closely with the Board to determine what social events are planned. Historically there are two: the Holiday Party in December, and the Summer Picnic in July.

3. Determine the expectations, parameters and budget for each event.

4. Assume responsibility, within the budget and parameters defined, and with the Board's approval, the following:
    a. Date and time
    b. Site
    c. Activities / Food / Beverage
    d. Arrangements for all of the above

5. Prepare and/or modify a written schedule of procedures necessary to execute the function of Social Chair.

6. Report after each event and annually to the Board and at the Board's request to the Members.

SAN DIEGO INDEPENDENT SCHOLARS

JOB DESCRIPTION: ARCHIVIST

The Archivist assumes office as a Director immediately upon election by the members or appointment by the Board. This is a non-board position.

The duties of the Archivist include but are not limited to the following:

1. The Archivist shall read and become familiar with the by-laws and policies of the organization.
2. Organize, codify and preserve all past records, and maintain records concurrently.
3. Work closely with the Secretary to ensure complete records
4. Complete such duties as assigned by the President and Board.
5. Prepare and/or modify a written schedule of procedures necessary to execute the function of Archivist.
6. Report annually to the Board, and at the request of the Board to the members.

Items to be Archived

1. Each item should have a complete date (including the year!) and the name of the sender, when appropriate.
2. Material may be sent at any time, either as developed or collected annually and sent all at once.
3. The Archivist will decide what should be kept. When in doubt, send it, even if it duplicates something received from someone else.
4. Only one copy of regularly duplicated materials should be saved, e.g., minutes of Board meetings.
5. The archives should contain relevant correspondence among Board and non-Board members.
6. The following list of specific items is not and cannot be all-inclusive:
    a. Board meeting minutes.
    b. Board meeting budget reports.
    c. Correspondence among Board members.
    d. Board members' annual reports.
    e. Board members' responsibilities.
    f. Nominating Committee: correspondence, ballots, etc.
    g. By-laws, including correspondence, proposed changes and DATED revised copy.
    SDIS policy decisions: correspondence and discussion leading to decisions. If these are included in the minutes, notify the archivist by flagging them with "P&P", or "Policy".
    h. Membership applications and correspondence.
    i. Annual Membership Directory (at least 2 copies)
    j. Programs: Correspondence with proposed speakers, arrangements, suggestions from members, announcements, etc.
    k. Business meeting: minutes from the annual business meeting held in May.
    l. Publicity, including correspondence and announcements.
    m. *Scholars' Notebook* (several copies, for distribution to interested parties or proposed speakers, etc.)
    n. SDIS brochure (several copies; include date!)
    o. Annual calendar or schedule of all Board members' date-related responsibilities.

p. Grant applications and correspondence, both within the committee and between Board and applicants or Board and grant donors.
q. Grant application forms, including proposed changes as well as complete revised copies. Again, be sure they have dates on them.
r. Study groups and workshops: correspondence or announcements that do not appear in the *Scholars' Notebook.*
s. SDIS history: any material related to the founding of SDIS, including information about founding members, etc.
t. Special events: announcements and any available correspondence, photographs, notes of planning committees, budget, etc.
u. Special notices and announcements sent to members or provided at public meetings.
v. UCSD affiliation papers, including correspondence, room reservations, library arrangements.
w. Surveys and questionnaires: one copy of each plus summary of findings, unless such summary is in the following Board meeting minutes.
x. SDIS incorporation, tax, or other legal documents.
y. Advisory Board correspondence, when active.
z. NCIS (National Coalition of Independent Scholars) information and correspondence.
aa. Information from other organizations, e.g., Institute for Historical Study, Independent Scholars Association, Center for Individual Study, etc.
bb. Special records, e.g., *Millennium Notebook.*

HELEN HAWKINS MEMORIAL FUND
GRANT REVIEW COMMITTEE MANUAL
(Revised May, 2013)

ADMINISTRATIVE PROCEDURES AND POLICIES FOR THE AWARDING OF GRANT REQUESTS

PART I – ADMINISTRATIVE PROCEDURES

1. The Helen Hawkins Memorial Research Grant Fund, administered by the San Diego Independent Scholars Board of Directors, shall be held in an interest-bearing account dedicated to the Fund and separate from the operating accounts of the San Diego Independent Scholars. Disbursements from this fund shall be in keeping with the goals and purposes of SDIS and the Helen Hawkins MEMORIAL FUND (HHMF).

2. The President of the SDIS Board of Directors shall appoint one SDIS Board member in good standing to serve a one-year term as Chair of the HHMF Grant Review Committee who, in turn, will choose two non-Board SDIS members to serve on the Committee. Their service and deliberations shall be held confidential.

3. Applications for funding by the HHMF will be made available by January 2 of each year and announced by the President. Completed applications must be received by the President no later than the last day of February. By March 1, the President shall transmit all applications for the HHMF Grant Funds to the Committee Chair or as soon as possible after receipt of same.

4. In the Committee's review and deliberations of the applications, their decision shall consider the quality of the applications, the merit of the proposals/research, and the qualifications of the applicants to complete the proposal. The Committee may consult with subject specialists for advice and counsel as needed. The Committee shall limit the total amount of its awards to $3000 and no single award shall exceed $2000. If there are no proposals of sufficient merit in any one year, no disbursements shall be made for that year. Any monies not expended will be held in the fund account for future use.

5. The Committee shall report its award recommendations (including funding level) in writing to the President by the tenth day of April, in time for the President to inform the Board at its April meeting. Although Committee recommendations are generally accepted, the final decision rests with the Board. By the first of May, the President will inform all applicants by letter of their success/failure with details to Awardee(s) about their individual responsibilities for reports and future presentations.

6. At the May General Meeting, the President will announce the names of the Awardee(s) and present each with a check for the amount funded. The Awardee(s) will give a brief presentation of their intended project.

7. As a program at the May General Meeting in the year following the award the Awardee(s) will give a detailed presentation of goals, findings, and outcome to date.

PART II – GRANT COMMITTEE POLICIES AND GUIDELINES

1. ELIGIBILITY
   a. Only members who have belonged to SDIS for a minimum of one year are eligible.
   b. Neither officers of the corporation nor members of the Awards Committee nor full-time post-secondary teaching faculty are eligible to receive these awards.
   c. Funds are not to be used to complete the requirements for any academic degree
   d. Only qualified scholarly research as defined below shall be eligible
   e. Only qualified applicants as defined below shall be eligible

2. GOAL OF HHMF
   Support of scholarly research and creativity.

3. CRITERIA FOR JUDGING APPLICATIONS: The Grant Review Committee should consider
   a. The quality of the research idea – its originality and feasibility.
   b. The importance of encouraging more members to participate in scholarly research and writing.
   c. The ability of the applicant to execute or complete the research in a reasonable amount of time
   d. A Curriculum Vitae is requested to help the Committee assess the background of the applicant but is not required.

PART III – AWARDS MAY OR MAY NOT BE GRANTED FOR:

1. FUNDS MAY BE AWARDED FOR:
   a. Scholarly research, including travel for project purposes, field work, research assistance, computer software, photocopying, preparation of camera-ready copy, payment of fees for obtaining copies of and/or rights to publish photographic images.
   b. Sponsorship by the San Diego Independent Scholars of a community seminar or lecture series or other special events open to the public.
   c. Television, film, video, and/or computer projects
   d. Support for the final preparation of manuscripts for submission to publishers, if the author has not received such support

2. FUNDS MAY NOT BE AWARDED FOR:
   a. Purchase of books, computer hardware, typewriters, calculators, office furniture, major office supplies, and/or cost of maintenance and repair of equipment.
   b. Curricular, administrative and teaching aid studies; reprints; registration fees; telephone charges; professional society dues.
   c. Completion of the requirements for any academic degree.

3. TRAVEL SUPPORT FUNDS MAY ALSO BE AWARDED FOR:
    a. Travel to conferences or symposia of professional societies for presenting papers on current research, or organizing or presiding over one or more sessions in a meeting.
    b. Travel to present a talk at a seminar or workshop.
    c. Travel to make the initial presentation of a work of art or creative expression at a public event.
    d. A letter of invitation must accompany each such travel application.
    e. Financial guidelines for travel awards are as follows:
        i. Domestic: lowest published air coach fare.
        ii. Foreign: 75% of the lowest published air coach fare.

PART IV. AWARDEE RESPONSIBILITIES:

The Board of the San Diego Independent Scholars shall require, as a condition of the grant, that recipients present an account of their research, a description of the project, and a presentation to the membership of the San Diego Independent Scholars, as follows:

1. A brief summary of the intended project at the time of the award ceremony.
2. A detailed presentation at the May General Meeting in the next academic year.

N.B.: The following materials (1. Application Manual and Application Forms, 2. Suggested form letter to be sent to Awardee, and 3. Suggested form letter to be sent to unsuccessful applicants) are all part of the HHMF Grant Review Committee Manual. The applicant should be given only the Application Manual with the appropriate Application Form.

HELEN HAWKINS MEMORIAL RESEARCH FUND GRANT APPLICATION MANUAL

TO THE APPLICANT:

The enclosed materials are offered as assistance and a guide for the completion of your application for funds from the San Diego Independent Scholars' Helen Hawkins Memorial Research Fund and include eligibility requirements, criteria for awarding and evaluating grant proposals, as well as a time line for the SDIS process of awards.

APPLICATION REQUIREMENTS:

1. Three copies of the completed application (see Form attached) must be submitted to the President no later than the last day of February.
2. The application should include:
    a. A statement of the applicant's background;
    b. A concise description of the project;
    c. What the project hopes to accomplish; the project duration;
    d. A line item budget and total project cost;
    e. Funds currently committed or pledged to the project from other sources (to be named);
    f. Other prospective funding sources
3. Applicants may send letters, tapes, video cassettes, photographs of art work, and/or copies of previously written proposals tendered to other organizations if such material is available and supports or explains the project more fully.

CHRONOLOGY OF PROCEDURES FROM APPLICATION TO FINAL PROJECT REPORT

1. Applications are available from the President by January 2;
2. Completed applications must be received by the President no later than the last day of February;
3. A special Committee, whose members and deliberations are confidential, reviews the applications and makes recommendations for the awards, if any;
4. The Awardee(s) are informed of their success by letter from the President by the first day of April
5. At the April general membership meeting the Awardee(s) are introduced, receive their checks, and give a précis of their intended research
6. An announcement of the Award(s) appears in the May SDIS Notebook with a brief description of the project;
7. At the following May general membership meeting the Awardee(s) give a report of their completed work.
8. By special arrangement, a final report and a program by the Awardee are scheduled for the next academic year.

GOALS OF THE HELEN HAWKINS MEMORIAL RESEARCH FUND:

1. To support scholarly research and creativity, and/or
2. To support the ancillary needs for the research and creativity.

ELIGIBILITY:

1. Any SDIS member engaged in a meaningful project who has been a SDIS member for a minimum of one year.

2. Neither Officers of the BOD nor the Committee nor full-time post-secondary teaching faculty are eligible to receive these awards. *(Updated to read "Officers" April 2008)*
3. No Grant funds are to be used to complete the requirements for any academic degree.
4. Only qualified scholarly research as defined below shall be eligible
5. Only qualified applicants as defined below shall be eligible.

FUNDS MAY BE AWARDED FOR:

1. Scholarly research, including travel for research purposes (use special Application form); field work; research assistance; computer software, photocopying; preparation of camera-ready copy; payment of fees for obtaining copies of and/or rights to publish photographic images.
2. Sponsorship of the San Diego Independent Scholars of a community seminar or lecture series or other special events open to the public;
3. Television, film, video, and/or computer projects;
4. Support for the final preparation of manuscripts for submission to publishers, if the author has not received such support.

FUNDS MAY NOT BE AWARDED FOR:

1. Purchase of books, computer hardware, typewriters, calculators, office furniture, minor office supplies, and/or cost of maintenance and repair of equipment.
2. Curricular, administrative and teaching aid studies, reprints, registration fees, telephone charges, professional society dues.
3. Completion of the requirements for any academic degrees.

TRAVEL SUPPORT FUNDS MAY BE AWARDED FOR:

1. Travel to conferences or symposia of professional societies for presenting papers on current research, or organizing or presiding over one or more sessions in a meeting;
2. Travel to present a talk at a seminar or workshop;
3. Travel to make the initial presentation of a work of art or creative expression at a public event;
4. A letter of invitation must accompany each travel application.
5. Financial guidelines for travel awards as follows:
    a. Domestic: lowest published air coach fare
    b. Foreign: 75% of the lowest published air coach fare.

CRITERIA FOR EVALUATING APPLICATIONS AND MAKING AWARDS:
The Grant Review Committee is interested in

1. The quality of the research idea(s) – its originality, credibility, feasibility, its potential for solving or giving a new perspective on an important problem, or illuminating a social, literary or scientific phenomenon;
2. The ability of the applicant to execute or complete the research in a reasonable amount of time;
3. A Curriculum Vitae is requested to help the Committee assess the preparation and potential for implementing and completing the proposed project without predetermining any specific minimum requirements of formal education, degrees, publications, research experience, etc. However, a tangible record of previous research, creative writing, scientific investigation, etc. may help to demonstrate that capacity to do the research, as distinguished from 'having the idea to do research'. Nevertheless, the presentation of an exceptionally valuable idea for a project may compensate for some limitations in actual research experience, particularly if

the applicant can show that a well-qualified mentor would provide the necessary supervision or consultation during the project;

4. A description of a completed a research project, e.g., an undergraduate honors thesis, a master's thesis or doctoral dissertation, a published journal article or book, a patent for an invention, participation as a research assistant or member of a research team on a project, the receipt of a previous research grant from any fund, institution, foundation, college or university, or some other equivalent experience would be of great assistance in evaluating the proposal. All this information should be included in the CV.

EVALUATION:

The Board of the San Diego Independent Scholars shall require, as a condition of the grant, that recipients present an account of their research, a description of the project, and a presentation to the membership of the San Diego Independent Scholars, as follows:

1. A brief summary of the intended project at the time of the award ceremony
2. A presentation of the completed project at the May meeting of the following year
3. A detailed presentation, including goals, methodology, results and conclusions, as a program for one of the general meetings in the next academic year.

INFORMAL GUIDELINES FOR APPLICANTS:

For Text-based Studies:

1. How does the project engage current scholarly discourse in the field and area in your area of study?
2. Identify the area and focus of your project and provide relevant bibliographical materials. For example, if your project were a book on Henry James's criticism of the novel, submit a survey of related published studies cited in the Modern Language Association Bibliography or other apt and accessible reference works.

For Field-based Studies (e.g., linguistics, survey research, archaeology, oral histories):

How does your basic problem fit into or enhance current knowledge in your field of inquiry?

For the Development of a Public Program or Event:

1. To what formal area of research is the program related and what is its relationship to scholarship?
2. A description of the scope of the study, including some elaboration on the extent to which it both undertakes a new departure and makes use of what has already been done. If, for example, your project were the programming of a community lecture series, please help the Awards Committee by including support for its timeliness and a clarification of the recognized criteria defining it or, where appropriate, the established models followed in its design.

SAN DIEGO INDEPENDENT SCHOLARS
HELEN HAWKINS MEMORIAL RESEARCH GRANT FUND

APPLICATION FOR RESEARCH FUNDS

Name: _____

Street Address: _____ City: _____ Zip: _____

Telephone: Home _____ Work _____

Fax _____ e-mail _____

Title of Project: _____

Duration of Research: _____ Amount Requested: $_____

Budget Details: _____

_____

ABSTRACT: (If space insufficient, use second page; or attach typewritten statement)

SAMPLE

N.B. Please return this application with all your supporting documents to the SDIS President.

SAN DIEGO INDEPENDENT SCHOLARS
HELEN HAWKINS MEMORIAL RESEARCH GRANT FUND

APPLICATION FOR TRAVEL GRANT

Name: _____

Street Address: _____ City: _____ Zip: _____

Telephone: Home _____ Work (day)_____

Fax _____ e-mail _____

Name of meeting to be attended for which funds have been requested: _____

_____ Location: _____

Sponsoring Organization: _____ Dates:_____

Budget Details: _____

_____

Is this one of a regular series? Y N If yes, explain _____

Capacity in which you will attend the meeting? _____

_____

Current or past membership in learned societies: _____

_____

If you are reading a paper, presenting a poster, or reading a group, what is its title? _____

_____

Please enclose a copy of the letters of invitation and acceptance for your presentation.

TO COMPLETE THIS APPLICATION, INCLUDE THE FOLLOWING:

1. A list of your pertinent publication(s);
2. A copy of the abstract (max 300 words) of your paper or poster, or
3. A statement of purpose setting forth the importance of your presence at the meeting if you are going in an official capacity (conduct session, etc.)

N.B. Please return this application with all your supporting documents to the SDIS President.

SAMPLE

FORM LETTER TO AWARDEE

SAN DIEGO INDEPENDENT SCHOLARS
P.O. BOX 314
LA JOLLA, CA 92038

Date

Name of Awardee
Address

Dear ___ ,

It is my pleasure to inform you that San Diego Independent Scholars has considered your grant application to the Helen Hawkins Memorial Research Fund and has decided to award you the sum of $xxx.xx.

This decision will be announced at the April (xxxx) general meeting at which time, after you are introduced to the membership and received your check, you will give a précis of your intended research. Thereafter you have two other duties to fulfill: 1) you are expected to give a report of your completed work the following May, and 2) sometime during the next academic year after the completion of your work, arrangements will be made for you to give a full report to the membership as a program.

Your attention is called to the fact that San Diego Independent Scholars does not report their awards to the Internal Revenue Service. Please consult your financial advisor regarding the award and your tax status.

Sincerely yours,

President

SAMPLE

FORM LETTER TO UNSUCCESSFUL APPLICANT

SAN DIEGO INDEPENDENT SCHOLARS
P.O. BOX 314
LA JOLLA, CA 92038

Date

Name of Applicant
Address

Dear ___ ,

Your application for the Helen Hawkins Memorial Research Grant Funds was carefully considered by a special committee. We are sorry to inform you that they did not recommend that your project be funded.

If you feel that you can modify or improve your application for future consideration, please feel free to apply again. The Grant Fund is dedicated to the mission to support scholarly research and the creative work of independent scholars.

Sincerely yours,

President

SAMPLE

ARTICLES OF INCORPORATION
OF
SAN DIEGO INDEPENDENT SCHOLARS

Text of the Articles, Filed and Certified by the State of California March 1984

One: The name of this corporation is San Diego Independent Scholars.

Two: This corporation is a nonprofit public benefit corporation and is not organized for the private gain of any person. It is organized under the Nonprofit Public Benefit Corporation Law for charitable and public purposes.

The specific purposes for which this corporation is organized are to educate the general public by enabling independent scholars to provide a public forum for intellectual exchange, to encourage and assist research activities, and to disseminate research results to the public.

Three: The name and address in the State of California of this corporation's initial agent for service of process is Dr. Joy Frieman, President, San Diego Independent Scholars, *[Joy Frieman's address]*.

Four:

(a) This organization is organized and operated exclusively for charitable and educational purposes within the meaning of Section 501 (c)(3) of the Internal Revenue Code.

(b) Notwithstanding any other provision of these Articles, the corporation shall not carry on any other activities not permitted to be carried on (1) by a corporation exempt from federal income tax under Section 501 (c)(3) of the Internal Revenue Code or (2) by a corporation contributions to which are deductible under Section 170 (c)(2) of the Internal Revenue Code.

(c) No substantial part of the activities of this corporation shall consist of carrying out propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate or intervene in any political campaign (including the publishing or distribution of statements) on behalf of any candidate for public office.

Five: The names and addresses of the persons appointed to act as the initial Directors of this corporation are *[addresses omitted for the Directors Handbook]*:

Joy Frieman
Jane Ford
Reva Greenburg
Alice Marquis
Michele Root-Bernstein
Nina Rosenstand
Diana Wyllie

Six: The property of this corporation is irrevocably dedicated to charitable and educational purposes and no part of the net income or assets of the organization shall ever inure to the benefit of any Director, officer or member thereof or to the benefit of any private person.

On the dissolution or winding up of the corporation, its assets remaining after payment of, or provision for payment of, all debts and liabilities of this corporation, shall be distributed to a nonprofit fund, foundation, or corporation which is organized and operated exclusively for charitable and educational purposes and which has established its tax-exempt status under Section 501 (c)(3) of the Internal Revenue Code.

[Dated 10/5/1983, and signed by the above mentioned Directors.]

We, the above-mentioned initial Directors of this corporation, hereby declare that we are the persons who executed the foregoing Articles of Incorporation, which execution is our act and deed.

[Signed by the above mentioned Directors.]

Excerpts from State and Federal Letters of Determination

Franchise Tax Board, State of California

March 16, 1984

San Diego Independent Scholars
P. O. Box 314
La Jolla, CA 92038

Purpose	: Educational
Form of Organization	: Corporation
Accounting Period Ending	: August 31
Organization Number	:

On the basis of the information submitted and provided your present operations continue unchanged or conform to those proposed in your application, you are exempt from state franchise or income tax under section 23701d, Revenue and Taxation Code. Any change in operation, character or purpose of the organization must be reported immediately to this office so that we may determine the effect on your exempt status. Any change of name or address also must be reported.

[Reporting forms are discussed.]

Department of the Treasury, Internal Revenue Service

January 02, 1985

San Diego Independent Scholars
P. O. Box 314
La Jolla, CA 92038

Employer Identification Number:
Accounting Period Ending: August 31
Foundation Status Classification: 509(a)(2)
Advance Ruling Period Ends: August 31, 1986
[Person and number to contact]

Based on information supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code.

Because you are a newly created organization, we are not now making a final determination of your foundation status under section 509(a) of the Code. However, we have determined that you can reasonably be expected to be a publicly supported organization described in section 509(a)(2).

Accordingly, you will be treated as a publicly supported organization, and not as a private foundation, during an advance ruling period. This advance ruling period begins on the date of your inception and ends on the date shown above.

[Information to submit; reliance of grantors and donors on status during advance ruling period.]

If your sources of support, or your purposes, character, or method of operation change, please let us know so we can consider the effect of the change on your exempt status and foundation status. Also, you should inform us of all changes in your name or address.

[Discussion of tax forms, donors' gifts, name and contact number.]

Federal Tax ID number subsequently issued is 33-0072925.

State of California Corporation or Organization No. is C-1241541
State of California Charity Registration No. is CT-54595

INDEX

Amendments 9
Board Meetings
  Board Quarum 7
  Frequency & Place 7, 10
Board of Directors
  Advisory Board 7
  Election 6
  General Powers 6
  Number of Directors 6
  Removal 7
  Term of Office 6
BY-LAWS 5
Committees
  Nominating 9, 10
  Special 9
  Standing 9, 10
Disbursements 11
Dues 10, 11
  Household *12*
Groups & Workshops
  Discussion Groups 10
  Working Groups 12
Hawkins Grant 11
Job Descriptions 14
Meetings 5, 11
  Announcements 10
  Annual 5
  Conduct of 5
  Notice 5
  Special or Emergency Meetings 6
Members
  Associate Members 10
  Criteria 10
  Donors 5
  Eligible for 5
NCIS 11
Nominating Committee 9, 10
Officers
  Election in Alternate Years 7
  Election of 7
  President 7
  Secretary 7
  Treasurer 7, 10
  Vacant Presidency 11, *12*
  Vice President 7
  Vice Presidents 7
Policies 11
POLICIES 10
Purposes 5
Voting 6
  Quorum 6
  Voting Rights 6