

# **Business Advisory Council Crooms Academy of Information Technology Bylaws**

## **ARTICLE I - NAME**

The name of this board shall be the Crooms Academy of Information Technology Business Advisory Board, herein referred to as the BAC.

## **ARTICLE II - PURPOSE**

The BAC functions principally in an advisory capacity to Crooms Academy of Information Technology, herein referred to as the Academy. The BAC makes recommendations regarding the expansion of Academy programs, number of students and school districts, curriculum, teacher training, and budget. The BAC also assists with raising funds, recruiting students, securing internships and scholarships, and providing in-kind contributions to the Academy program. Lastly, the BAC an integral part of the experiential learning activities for all Academy students; bridging the gap between the classroom, and the “ real world.”

## **ARTICLE III - OBJECTIVES**

The primary objective of the BAC is to support the following goals and policies of the Academy program:

1. Preparing Academy students through course work and related experiential education for success in higher education, their careers and in life.
2. Providing paid internships for Academy students.
3. Providing training and professional development opportunities for teachers.
4. Providing and soliciting assistance from the business community in funding the Academy program and student development activities.
5. Enlisting the expertise of individuals in the industry to assist with development and evaluation of curriculum, student selection, scholarships and internships.
6. Advocating on behalf of the Academy.

## **ARTICLE IV - ORGANIZATION**

### **Section 1. General Definition**

The BAC shall meet bi-monthly, but in no event less frequently than quarterly. Members are encouraged to attending meeting in person, however, may attend telephonically. Additional (more frequent) meetings may be held by Committees in order to give counsel and solve specific problems dealing with fundraising, internships, curriculum, professional development for teachers and other matters related to the Academy program. The BAC shall hold a full-Board strategic planning meeting during the month of June or July annually, which includes all stakeholders from the Academy and officers followed by an annual summer retreat for the membership at large.

### **Section 2. Responsibilities**

1. Commit to and/or assist with raising funds.
2. Secure paid internships.
3. Provide in-kind contributions.
4. Establish scholarships.
5. Strengthen public relations and publicity relative to the program.
6. Assist in evaluating the rigor, relevance and effectiveness of the curriculum to meet the needs of the industry, readiness for college and preparation for life.
7. Provide professional development activities for Academy teachers and the Academy.

## **ARTICLE V - MEMBERSHIP**

### **Section 1 . Membership Definition**

1. The BAC shall consist of two different types of members; officers or chairpersons, collectively known as the executive board, and members at large.
2. There shall be a minimum of ten members with no maximum.
3. The members of the BAC shall be representatives of the industry, colleges and universities, community leaders, educators, and Academy administrators. Students, parents, and alumni may also be members. Ideally, business people should make up at least 75-80% of the Board members.
4. Members of the Advisory Board shall receive no compensation for their services as BAC members or officers.
5. New members should participate in an annual summer retreat, to better understand NAF, the Academy and the Board members' roles and responsibilities.

### **Section 2. Membership Requirements**

1. The selection of members shall be made without respect to race, color, creed, national origin, age, handicap, sexual orientation or gender. The BAC shall include, but not be limited to, representatives from the following three broad categories: (1) the respective Academy industry,

- (80%) (2) the educational community, (15%) and (3) the community at large (5%)
2. Members must commit to and/or assist with raising funds for the Academy program.
  3. Members must commit to providing in-kind contributions that will directly benefit the students in the Academy program.
  4. To remain an active member, members must have previously attended at least one regular meeting during each membership year.
  5. An active membership is required to vote on anything before the BAC. The only exceptions are for the executive board during the summer planning meeting and for members at large at the summer retreat both of which confer voting rights immediately.

### **Section 3 . Membership Year**

1. Academic year, beginning on or about August 1, and ending on or about July 31.
2. The BAC membership year begins with the start of the academic year or with the executive summer planning meeting whichever occurs first and ends with the start of a new year.

## **ARTICLE VI - MEETINGS**

### **Section 1. Quorum**

A simple majority of the BAC members with at least 2/3 of the executive board present shall constitute a quorum for conducting BAC business. A quorum is required to finalize any matters before the BAC.

### **Section 2. Voting**

Each active member of the BAC shall be entitled to vote on any issue presented to the BAC for a vote as required by these bylaws or as called for the executive board. No proxy votes are allowed. In addition, the chair can accept a voice vote from the membership without objection.

### **Section 3. Budgets**

Annually, the board shall present to the membership an operating budget for the upcoming year that they will vote to approve. Modifications to the budget can be presented throughout the year as needed at regular or special meetings of the membership. No other approval by the membership is required for the Executive Board members to make commitments and/or the pay the organizations bills related to their duties.

## **ARTICLE VII - EXECUTIVE BOARD, OFFICERS**

### **Section 1. Content of the Executive Board**

1. The BAC Executive Board should consist of at least a chairperson and/or cochair person of each committee along with the vice chairperson,

- treasurer, recorder and Business/School liaison office. The committees include: curriculum, fundraising, job shadowing/, internship, marketing/ membership, and scholarship.
2. Officers should consist of a balance mix of school staff and members of the business community with at least 1/3 of the officers coming from each group.
  3. Individuals may hold a maximum three positions at any one time – as long as there are at least five individual members of the executive board.
  4. Each committee chair should have a designated co-chair which serves on the executive board as a back-up to the chair in case of their absence.

### **Section 2. Officer Selection**

1. Candidates must be nominated from the active membership annually starting in February with final nomination in to the Recorder no later than April 1 by an active member in good standing.
2. Nominees must accept the nomination.
3. All nominees will be published to the active membership at least two week prior to the last meeting in the given year.
4. Nominees will be discussed and voted on at the final meeting of the year to serve in the upcoming year.
5. Officers must be approved by a majority vote of its active membership to start service at the start of the upcoming membership year.

### **Section 3. Requirements**

1. Candidates must commit to and/or assist meeting the goals and objectives of the BAC
2. Candidates must commit to providing in-kind contributions that will directly benefit the students in the Academy program.
3. Each executive board member is generally expected to serve at least one membership year and is typically recruited for at least three years.

#### **Section 4. Officer Removal and/or Mid-Year Replacement**

1. An Officer may resign from the executive board at any time during the year by providing written notice to the executive board.
2. The executive board may remove an officer for cause (e.g., missing excessive meetings) through a 2/3 majority of the remaining officers or without cause by a unanimous vote of the remaining officers. An Officer removed in this manner must be removed individually with the vote of all officers involved.
3. If a chairperson with an active co-chair may be immediately replaced by their co-chair in the event the chairperson's position vacant.
4. Temporary assignment or replacement of an officer may be done by a simple majority of the remaining board members.
5. In the event of such a replacement a special election shall then be held at the next regular meeting after at least a fourteen day notice of current candidates.

### **ARTICLE VIII - DUTIES OF THE OFFICERS**

#### **Section 1. Chairperson**

The Chairperson's duties shall be those usually pertaining to the office set forth in Robert's Rules of Order and such other duties as may be prescribed. In addition, the chairperson is responsible for ensuring the groups adherence to the by-laws and running regular planning/executive board meetings.

#### **Section 2. Vice Chairperson**

The Vice Chairperson's duties shall be to direct all meetings in the absence of the Chairperson to ensure the development and maintenance of a strong and active Advisory Board. In addition, any duties as may be assigned by the chairperson.

#### **Section 3. Treasurer**

The Treasurer's duties in general will be those required to maintain the organizations budgets and financial history as well as any necessary financial documentation and/or paperwork required by governmental and or regulatory agencies such as the IRS, academy administration, school board, or any monitoring agency. The Treasurer shall report the current financial condition of the Academy at each Board meeting. In addition, any other tasks assigned by the chairperson.

#### **Section 4. Recorder**

The Recorder's duties shall be to keep, record and disseminate the minutes of the Advisory Board meetings. The Recorder shall also keep a current list of Advisory Board members' names, company names, email and mailing addresses and other contact information. In addition, any other tasks assigned by the chairperson.

#### **Section 5. Liaison Officer**

The Liaison Officer is responsible for being the primary point of contact between the executive board and the academy. In addition, any other tasks assigned by

the chairperson.

### **Section 6. Permanent Chairs**

The Permanent Chairperson's duties cover developing, growing, and managing specific on-going programs determined by the BAC as necessary for its long-term goals and/or objectives. These permanent chairs are responsible for task such as but not limited to recruit, planning, and running individual meetings and/or projects. Chairs of this type include:

1. Curriculum Chair – Curriculum and Related Needs
2. Fundraising Chair –Raising Money for the Organization
3. Job Shadowing – Job Shadowing Expanding Opportunities
4. Internship Chair – Expanding Internship Opportunities
5. Marketing Chair – Market the Organization and Grow Membership
6. Scholarship Chair – Develop Scholarship Opportunities for Seniors

### **ARTICLE IX - DISSOLUTIONMENT**

Section 1. Dissolution of this organization can be initiated under any of these circumstances: (a) if membership falls below required levels, (b) insufficient officers to form the executive board, or (c) by a 2/3 majority vote of all the active membership and with the approval of the entire executive board.

Section 2. In the event of the dissolution of the association, its assets, with exception of the scholarship trust fund, remaining after meeting any outstanding obligations shall be distributed to the school's general fund.

Section 3. The scholarship trust will be governed by a separate document which will survive the dissolution of the BAC for any reason.

### **ARTICLE X - AMENDMENTS**

Section 1. These by-laws may be altered, amended, or repealed by a 2/3 majority of all active members.

Section 2. All changes must be presented to the membership at a regular meeting in which at least  $\frac{3}{4}$  of officers are present.

Section 3. A special meeting may be called to present the proposed alteration of these by-laws with at least a 14 day notice to general membership. At least  $\frac{3}{4}$  of the officers must be present for them be approved through a special meeting.

Section 4. Any changes must be available in writing at least 7 days prior to any vote for approval by the memberships.

Section 5. The Executive Board will provide a method to receive and accept absentee voting for any proposed bylaw changes.

**PROPOSED: Share and viewed by the council July 19<sup>th</sup> and August 30, 2019**

**ACCEPTED BY MEMBERSHIP: Voted on and accepted December 2, 2019.**