

SUGGESTED NAF ACADEMY BY-LAWS

The following By-laws are based on existing Academy Advisory Board By-laws currently in use. They are provided for guidance and should serve as a model. Each local Academy should edit, embellish and otherwise tailor these By-laws to best suit their needs.

ARTICLE 1 - NAME

The name of this board shall be the [school/city/county] Academy of _____ Advisory Board (“Advisory Board”).

ARTICLE II - PURPOSE

An Advisory Board functions in an advisory capacity to a local member Academy program of the National Academy Foundation. The Advisory Board makes recommendations regarding the expansion of Academy programs, number of students and school districts, curriculum, teacher training, and budget. The Advisory Board also assists with raising funds, recruiting students, securing internships and scholarships, and providing in-kind contributions to the local Academy program. Lastly, the Advisory Board is 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 Advisory Board is to support the following goals and policies of the local 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.
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

New Advisory Boards (less than 2 years old) meet monthly (except July.) More mature Boards may meet bi-monthly, but in no event less frequently than quarterly. 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. Advisory Boards should hold a full-Board strategic planning meeting during the month of August, which includes all stakeholders from the Academy (Director, teachers, Principal, district representation, etc.)

ARTICLE V – MEMBERSHIP

Section 1. Membership:

1. The members of the Advisory Board shall be representatives of the industry, colleges and universities, community leaders and educators. Students and parents may also be members. Ideally, business people should make up at least 75-80% of the Board members.
2. Members of the Advisory Board shall receive no compensation for their services as Advisory Board members.
3. New members should participate in a New Board-Member Orientation, to better understand NAF, the local Academy and the Board members' roles and responsibilities.

Section 2. Term of Membership:

1. Advisory Board Members shall decide on terms of membership, such as a two- or three-year rotating term.
2. Any member may resign from the Advisory Board by giving written notice to the Chairperson. The resignation will be effective immediately upon receipt of such notice.
3. Any member of the Advisory Board who shall fail to attend a minimum of advance notice meetings of the Advisory Board in any academic year shall be asked to resign from the Advisory Board. A member will be deemed to have

attended a meeting if a duly qualified substitute attends on behalf of the member.

4. Appointment will be for a term of years, which may be renewed by a majority vote of the members of the Advisory Board.
5. Any Advisory Board member may be asked to resign from the Board at any time, for any reason, by a majority vote of the members of the Board.

Section 3. 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 Advisory Board 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. Candidates must be nominated by a member in good standing of the Advisory Board and approved by a majority vote of its members
3. Candidates must commit to and/or assist with raising funds for the local Academy program.
4. Candidates must demonstrate a willingness to commit to obtaining at least one student internship positions at their firm or elsewhere.
5. Candidates must commit to providing in-kind contributions that will directly benefit the students in the local Academy program.

Section 4. Membership Year:

1. Academic, beginning on or about September 1, and ending on or about August 31.

ARTICLE VI - 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 Director.

ARTICLE VII - MEETINGS

Section 1 Quorum

A simple majority of the Advisory Board members shall constitute a quorum for conducting Advisory Board business.

Section 2 Voting

Each active member of the Advisory Board shall be entitled to vote on any issue presented to the Advisory Board. A duly qualified alternate in attendance at a meeting may vote on behalf of a member, but no proxy votes are allowed.

Section 3 Minutes

The Chairperson will designate a person to record and distribute the minutes to all Advisory Board members. This is typically the Secretary. The Academy Director will assist the Chairperson in coordinating the meetings and developing the agenda. The Academy Director will also ensure that absent Advisory Board members will receive material and minutes distributed at the Board meetings. Minutes will be distributed at least one week prior to the next Board meeting.

ARTICLE VIII - OFFICERS

Section 1 Chairperson

The Advisory Board shall consist of one Chairperson. The Chairperson shall be elected by the members of the Advisory Board for a term of two years.

Section 2 Vice-Chairperson (or Co-Chairperson)

The Advisory Board shall consist of one Vice- or Co-Chairperson. The Vice- or Co- Chairperson shall be elected by the members of the Advisory Board every two years.

Section 3 Other Officers

Other officer positions such as Secretary and Treasury shall be decided by the majority of the Advisory Board members.

Section 4 Ex Officio Members

Ex officio members shall consist of selected industry leaders, state or municipal government officials and school district staff, and are non-voting members.

ARTICLE IX - 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.

Section 2 Vice-Chairperson or Co-Chairperson

The Vice- or Co-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.

Section 3 Other Officers

The Secretary shall keep, record and disseminate the minutes of the Advisory Board meetings. The Secretary shall also keep a current list of Advisory Board members' names, company names, email and mailing addresses and other contact information. The Treasurer shall be responsible for keeping, and reporting on the financial condition of the Academy, typically in concert with the Academy Director. The Treasurer shall report the current financial condition of the Academy at each Board meeting. All officers shall participate on at least one Board Committee.

ARTICLE X - AMENDMENTS

These by-laws may be altered, amended, or repealed. New by-laws may be adopted by a majority vote of the Advisory Board at any regular meeting or special meeting.

