



BusinessTech Academy

Board Bylaws



PREAMBLE

The BusinessTech Academy Board advances student leadership and women's empowerment in business and technology through governance grounded in six core values: Interpersonal Awareness, Kindness, Strength-Based Leadership, Co-Creation, Servant Leadership, and Resilient Agency.

These values guide every Board decision and interaction and inform how these Bylaws are read. The Board commits to embodying them, knowing leadership excellence is a continuous journey of growth.

ARTICLE I – NAME AND AUTHORITY

Section 1.01 Name. The name of this organization shall be the BusinessTech Academy Board (the "Board").

Section 1.02 Recognition. The Board is the officially recognized student organization of the BusinessTech Academy at Santa Fe High School, Whittier Union High School District, and shall adhere to all applicable district rules and policies governing student organizations.

Section 1.03 Parliamentary Authority. Robert's Rules of Order, Newly Revised, shall serve as the fallback authority for contested procedural questions where not inconsistent with these Bylaws. Routine meetings need not be conducted under strict parliamentary procedure.

Section 1.04 Governing Documents. These Bylaws govern. The Board Overview and Positions manual details roles and procedures and is subordinate to these Bylaws; where the two conflict, these Bylaws control. The Leadership Team shall update the manual to conform whenever these Bylaws are amended.



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ARTICLE II – DEFINITIONS

Section 2.01 Definitions. As used in these Bylaws:

- A. **"Academy"** means the BusinessTech Academy program at Santa Fe High School.
- B. **"Board"** means the BusinessTech Academy Board, the governing student body of the Academy.
- C. **"Director"** means the faculty director of the BusinessTech Academy.
- D. **"Leadership Team"** means the body composed of the three appointed officers: the President, the Assistant Director of Marketing and Communications (Marcom), and the Assistant Director of Operations.
- E. **"Assistant Director"** means either of the two Assistant Director officers, distinguished by domain.
- F. **"Full Member"** means a junior or senior student serving a full academic year term with complete voting privileges.
- G. **"Provisional Member"** means a sophomore student serving an abbreviated term under provisional status as defined in Article III, Section 3.04.
- H. **"Member Pulse"** means a brief, structured check-in that opens each meeting, in which each person present gives a short read on how they are doing. It exists to make member care and self-awareness a standing practice, not an afterthought.

ARTICLE III – MEMBERSHIP

Section 3.01 Composition. The Board shall consist of not fewer than six (6) nor more than eighteen (18) student members.



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Section 3.02 Appointment. Members shall be appointed by the Director following consultation with current Board members through a structured interview and evaluation process assessing alignment with the six core values.

Section 3.03 Full Membership. (a) Eligibility. Junior and senior students in good academic standing may serve as Full Members. (b) Term. Full Members shall serve from the conclusion of Spring Break through the commencement of the following Spring Break. (c) Rights. Full Members shall possess all voting rights and privileges of Board membership.

Section 3.04 Provisional Membership. (a) Eligibility. Sophomore students may serve as Provisional Members. (b) Term. Provisional Members shall serve from mid-September through the commencement of Spring Break, an approximate six-month term. (c) Entry Position. All Provisional Members shall enter the Board as Members at Large. (d) Promotion. Following an integration period of three to four weeks, the Assistant Director of Marcom, in consultation with the Leadership Team, may promote one or two Provisional Members to Sophomore Class Representative. (e) Status. Provisional Members possess full voting rights but serve under conditional appointment subject to Article IX, Section 9.07.

Section 3.05 Associated Membership. Non-Academy students may be granted associated membership. Associated members shall enjoy all privileges of membership except voting and holding office.

ARTICLE IV – ADVISORS

Section 4.01 Academy Director. The Director shall serve as faculty advisor to the Board and Leadership Team. The Director monitors member eligibility, including attendance and academic standing, and serves as the final authority in all matters of discipline and removal. During the current rebuilding period, the Director holds and develops the three officers directly. The Director is non-voting in all member votes.



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Section 4.02 Non-Voting Status. All advisors shall serve in non-voting capacity for all Board and Executive Committee proceedings.

ARTICLE V – OFFICERS

Section 5.01 Officers. The officers of the Board shall be:

- President
- Assistant Director of Marcom
- Assistant Director of Operations

Section 5.02 Selection. Officers shall be appointed by the Director in consultation with the Leadership Team.

Section 5.03 Eligibility. Officers shall have served as Board members for a minimum of one academic year. The Director may grant exceptions.

Section 5.04 Term. Officers shall serve from the conclusion of Spring Break through the commencement of the following Spring Break. The first semester of each officer's term is conditional. During or at the end of the conditional period, an officer may be returned to a non-officer role or have the appointment not renewed at the Director's discretion, as a preferred alternative to mid-term removal.

Section 5.05 Officer Domains. (a) The President holds member care, culture, belonging, conflict resolution, and external representation, and sits outside the operational chain. (b) The Assistant Director of Marcom holds recruiting, public relations, media, branding, the class representatives, the membership pipeline, and the public-facing function at events. (c) The Assistant Director of Operations holds events, fundraising, logistics, the calendar, and digital infrastructure.



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Section 5.06 Class Commitment. Officers shall dedicate two instructional periods: one Academy course and one mentorship period serving a lower Academy course.

Section 5.07 Mentorship and Succession. (a) The Director holds and develops the three officers directly during the rebuilding period. This arrangement is temporary and is to be stated openly to the Board. (b) Each Assistant Director holds and develops the members of her team. (c) The President holds member care across both teams. (d) Succession is structural. As the President's term concludes upon graduation, a rising Assistant Director is developed toward the office.

Section 5.08 Duties. Detailed officer duties shall be defined in the position manual maintained by the Leadership Team.

ARTICLE VI – LEADERSHIP TEAM

Section 6.01 Composition. The Leadership Team shall consist of the three officers specified in Section 5.01.

Section 6.02 Authority. The Leadership Team may make operational decisions not requiring full Board approval.

Section 6.03 Meetings. The Leadership Team shall meet monthly at minimum. Additional meetings may be called by the President, the Director, either Assistant Director, or the two Assistant Directors jointly.

Section 6.04 Chair. The President shall open each meeting with the member pulse. The Director, or the Director's designee, shall chair the meeting.



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ARTICLE VII – MEETINGS

Section 7.01 Types of Meetings. (a) Leadership Team Meetings. Strategy and culture sessions, opened by the President with the member pulse and chaired by the Director, attended by the officers, held monthly for policy and program oversight. (b) General Board Meetings. Operational sessions chaired by the Assistant Director of Operations, with the Assistant Director of Marcom leading the recruiting and outreach portion, attended by all members, held monthly for coordination and implementation.

Section 7.02 Frequency. The Board shall conduct at least one General Board meeting per month during the academic year.

Section 7.03 Special Meetings. Special meetings may be called by the President, either Assistant Director, the Director, or a majority of voting members.

Section 7.04 Notice. Notice of all meetings shall be provided at least seventy-two (72) hours in advance.

Section 7.05 Location. Meetings shall be held in the BusinessTech Academy boardroom when practical.

Section 7.06 Advisor Attendance. The Director shall be invited to all meetings.

Section 7.07 Quorum. A majority of voting members shall constitute a quorum for the transaction of business.

Section 7.08 Order of Business.

1. Call to order
2. Roll call



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3. Member pulse (President)
4. Approval of minutes
5. Officer reports
6. Committee reports
7. Unfinished business
8. New business
9. Adjournment

ARTICLE VIII – VOTING

Section 8.01 Voting Rights. Each Board member shall possess one vote.

Section 8.02 Majority. Except as otherwise specified, a majority of voting members present shall be required for passage of any motion.

Section 8.03 Tie Votes. In the event of a tie, the presiding student officer shall cast the deciding vote.

ARTICLE IX – DISCIPLINE AND REMOVAL

Section 9.01 Attendance Standard. Members shall attend scheduled meetings and events, and shall notify the President and the relevant Assistant Director in advance of any absence.

Section 9.02 Academic Standard. Members shall maintain a minimum cumulative grade point average of 2.0.

Section 9.03 Objective Triggers First. The standards in Sections 9.01 and 9.02 are the primary basis for discipline. A member absent for three consecutive meetings or events without valid



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excuse, or falling below the minimum GPA, shall be placed on probation. Probation under this section is administrative and is not a judgment of character.

Section 9.04 Probation and Cure. A member placed on probation shall receive written notice stating the condition and a defined period, normally three to four weeks, to correct it. A member who corrects the condition returns to good standing. A member who does not may be removed at the Director's discretion. This cure step does not apply to serious conduct under Section 9.06.

Section 9.05 Performance and Conduct Removal. For conduct or performance failures not reached by the objective standards above, a member may be removed by two-thirds vote of the Leadership Team or at the Director's discretion. This subjective path is reserved for cases the objective triggers do not cover and is expected to be rare.

Section 9.06 Serious Conduct. Conduct that endangers others, violates law, or results in school suspension or expulsion is grounds for immediate removal without a cure period, at the Director's discretion.

Section 9.07 Provisional Members - On-Ramp and Conclusion. Provisional membership is an on-ramp, not a probation. A provisional member who has not yet found a place shall first be actively supported — through peer mentorship and the President's member care — to find one, if they want it. A member who chooses not to continue is let go without penalty; their choice is respected. Only where fit does not come after real support has been offered may provisional status be concluded, at the Director's discretion or by two-thirds vote of the Leadership Team, with notice, an honest reason, and a dignified exit where feasible (Section 9.08.) The full procedure in Section 9.09 is not required for provisional members.

Section 9.08 Preference for a Dignified Exit. Where feasible, a member or officer who is not succeeding shall be offered reassignment to a non-officer role, or have a conditional term not renewed, rather than be removed mid-term. Removal is a last resort.



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Section 9.09 Opportunity to Respond. Except under Sections 9.06 and 9.07, a member facing removal shall be given one opportunity to address the Leadership Team or the Director before a final decision. No hearing, trial, or multi-stage appeal is required.

Section 9.10 No Recall. There is no petition or recall-election mechanism. Removal occurs only through the processes in this Article.

Section 9.11 Late-Term Vacancies. General Board vacancies occurring after January 31 shall not be filled. Officer vacancies are exempt, and shall be filled or covered so that no Leadership Team seat sits empty for the remainder of the term.

ARTICLE X – AMENDMENTS

Section 10.01 Proposal. Amendments to these Bylaws may be proposed by any voting member.

Section 10.02 Notice. Proposed amendments shall be submitted in writing and distributed to all members at least seven (7) days prior to the meeting at which action will be taken.

Section 10.03 Adoption. Amendments require approval by two-thirds vote of voting members present at a duly called meeting where a quorum exists.

Section 10.04 Effective Date. Approved amendments shall take effect immediately upon adoption unless otherwise specified.



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ARTICLE XI – DISPUTE RESOLUTION

Section 11.01 First Resort. Disputes between members shall first be brought to the President, whose role includes member care and conflict resolution. The President shall hear the parties and seek resolution.

Section 11.02 Escalation. Disputes the President cannot resolve shall be referred to the Leadership Team, which shall hear all parties and render a decision based on the evidence presented.

Section 11.03 Final Authority. Decisions of the Leadership Team on member disputes shall be final and binding, subject to the Director's overriding discretion.

ARTICLE XII – RATIFICATION

Section 12.01 Initial Ratification. These Bylaws shall become effective upon approval by two-thirds majority vote of active members present at a duly called meeting, provided the proposed Bylaws were distributed to all members at least seven (7) days prior.

Section 12.02 Subsequent Amendments. All amendments shall be governed by Article X.

Section 12.03 Effective Date. These Bylaws shall take effect immediately upon ratification.