

# **BEEHIVE SCIENCE & TECHNOLOGY ACADEMY**

## **BOARD OF DIRECTORS**

### **RULES OF GOVERNANCE**

#### **1. NUMBER OF MEMBERS**

The Board of Directors of the Beehive Science and Technology Academy (the Board) shall consist of five (5) members.

#### **2. QUALIFICATIONS OF MEMBERS**

Board members are nominated and elected on the basis of a firm commitment to the mission, goals and objectives of Beehive Science and Technology Academy, qualities of leadership, service, and expertise in a range of fields such as education, finance, human resources, administration and technology, which they bring to the school. They should unequivocally support the educational philosophy espoused in the BSTA's charter. To qualify as a candidate for election as a member of the Board, an individual shall be of age of maturity in this state.

#### **3. TERMS OF OFFICE**

All Directors shall hold office for a period of two (2) years and until his or her successor is appointed and qualified. Directors may be reappointed.

#### **4. FILLING VACANCIES ON THE BOARD OF DIRECTORS**

If any vacancy occurs on the Board, Board of Directors shall appoint a new member.

#### **5. REMOVAL FROM OFFICE**

Directors serve at the pleasure and may be removed at any time and for any reason by a majority vote of the Board.

#### **6. OFFICERS OF THE BOARD OF DIRECTORS**

The Officers of the Board shall be President, Secretary, and Treasurer. These officers shall be elected at the last meeting of academic year and hold the office for two (2) years.

#### **7. DUTIES OF THE PRESIDENT**

The President shall preside at all meetings of the Board. He or she shall conduct all meetings in accordance with the Policies, Regulations and Bylaws adopted by the Board. He or she shall appoint committees of study when directed by the Board. He or she shall have the right, as other members of the Board, to discuss questions. It shall be the prerogative of the President, if there is no objection from a Board member who presents, to move an agenda item to a different position during the course of any meeting. The President shall have the authority to sign all necessary documents related to the functions of Beehive Science & Technology Academy.

#### **8. DUTIES OF THE SECRETARY**

The Secretary shall keep the minutes of all meetings and transactions of the Board, and shall sign all necessary documents related to the functions of Beehive Science & Technology Academy.

## **9. DUTIES OF THE TREASURER**

The Treasurer shall oversee the budget of the school. The Treasurer and the Principal shall form a committee to report the updates of the budget to the Board in board meetings as necessary.

## **10. THE EXECUTIVE DIRECTOR**

The Executive Director (The Principal) of BSTA will be hired by a three-member hiring committee composed of the BSTA Board President and two additional board members. The Executive Director will be the head administrator for the school and serve as a nonvoting ex-officio member of the Board. The Executive Director has full authority for all kinds of school activities, day-to-day operation of the school, hiring and firing of personnel

## **11. COMPENSATION**

Directors shall serve without compensation except that a reasonable fee may be paid to directors for attending regular and special meetings of the board. In addition, they shall be allowed reasonable advancement or reimbursement of expenses incurred in the performance of their duties.

## **12. BUDGET**

The Board shall approve the annual projected budget of upcoming academic year at the board meeting, which will be held before the deadline to submit to the State.

## **13. ADOPTION OF BYLAWS**

The internal operation of the Board shall be governed by a set of bylaws adopted by the Board. Bylaws may be proposed by any member of the Board. Written notification of any proposal shall be sent to the members of the Board prior to a regularly scheduled Board meeting wherein it will be discussed and action taken. Final action shall be by a majority vote.

## **14. AMENDMENT OF BYLAWS**

The bylaws of the Board shall be subject to amendment only upon a majority vote of all the members of the Board.

## **15. MEETINGS**

Meetings are conducted by the President or in his or her absence by the Secretary.

## **16. REGULAR MEETINGS**

The Board shall meet on each quarter, unless due to special circumstances a meeting date is changed or cancelled.

## **17. VOTING**

Board members in attendance must vote on all issues. Voting shall be by "yes," "no," or "abstain." If a Board member cannot be present at a meeting due to exceptional circumstances, a vote may be cast by means of a speaker phone.

## **18. PUBLIC MEETINGS OF THE BOARD**

All meetings of the Board are open to the public except that the Board may exercise its right to close meetings to the public at those times when appropriate pursuant to the provisions of the Utah Code 52-4.

#### **19. PREPARATION OF AGENDA**

The agenda of the Board shall be prepared by the President in consultation with Board members, staff members and other groups or individuals directly concerned. The proposed agenda will be posted in compliance with Utah Code 52-4-6.

#### **20. QUORUM**

In all meetings of the Board, other than those for which the law requires all members be present, the presence of three (3) members shall constitute a quorum. No action of the Board is valid unless approved by a majority of the entire Board of five (5) members.

#### **21. PARLIAMENTARY PROCEDURE**

Except as provided by specific stipulations in the Bylaws of the Board, the Board shall conduct all of its meetings in accordance with Robert's Rules of Order Revised.

#### **22. BOARD MINUTES**

The minutes of all official meetings of the Board are recorded and filed in the President's office. Minutes are considered public property after approval by the Board and are available for inspection.

#### **23. SPECIAL MEETINGS**

Special meetings of the Board shall be held at the call of the President whenever there is sufficient business to come before the Board, or upon the written request of three (3) members of the Board.