



Bylaws and Constitution  
Of the  
Academy of Information Technology  
Miami Beach Sr. High



*Academy of  
Information  
Technology*

A NAF MEMBER PROGRAM



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**Confirmation:**

Within the first month of the academic calendar, all AOIT Presidents shall sign this document as an agreement to its terms and notices. Amendments will still be possible; signing here will confirm your acceptance of this "Statement of Bylaws" including its Amendment process.

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## **ARTICLE I. Name of Club**

The name of the organization shall be the Academy of Information Technology of Miami Beach Sr. High School (hereinafter be defined as “AOIT”). The High School, under which the AOIT functions, Miami Beach Sr. High, shall hereinafter be defined as “MBSH”. The District, under which MBSH functions, Miami-Dade County Public School, shall hereinafter be defined as “MDCPS”.

## **ARTICLE II. Authority**

The Academy of Information Technology of Miami Beach Sr. High School is under the auspices and guidance of the National Academy Foundation, hereinafter defined as “NAF”.

## **ARTICLE III. Purpose**

The Academy of Information Technology (AOIT) has one primary goal - the provision of superior education and training in Information Technology. The training obtained at AOIT provides students and professionals alike with the skills to succeed in the Information Technology industry.

AOIT will successfully meet or exceed all requirements to provide recognized qualifications to students of the Academy.

AOIT is also committed to collaboration with colleges, universities, research institutes and industry to remain current with advances in Information Technology. This helps ensure that AOIT remains at the forefront of quality education in MBSH, providing students with the highest quality education and training possible.

## **ARTICLE IV. Membership**

### **4.1 Members**

The AOIT will consist of currently enrolled students at MBSH who meet the membership requirements specified below.

### **4.2 Membership Requirements and Duties**

The responsibilities of all members shall include:

- To be enrolled in the Academy of Information Technology by being enrolled in an Information Technology related course at MBSH. For as long as no strict guidelines to separate the distinction between Academies is set by the institution of MBSH, any and all student which meets the following requirements, will be considered a member of AOIT. This “Statement of Bylaws” shall be amended to include the superior distinction between



Academy students, at any such time that this distinction is made by the institution of MBSH.

- To participate in any AOIT organized, and/or supported events, all dues and fees have to be paid, at the commencement of the new school year, before a deadline to be set by the current AOIT President, in approval of the current principal of the MBSH.
- Active participation in the preparation for at least one of the AOIT's major fundraisers each MDCPS Schools calendar year.
- Active participation in at least one community service projects authorized by MBSH and provided by the AOIT or MBSH for the purpose of expanding the knowledge and/or experience in an Information Technology industry field.

### **4.3 Voting**

Each AOIT member is entitled to one vote. Voting by proxy will not be allowed. Any and all voting sessions must be participated by one or more elected officers. If this requirement can not be met at any time, such measures shall be taken to give an Officer a minimum of 2 days at which the general school population is present at MBSH, and after all current active officers have been notified of the voting. If after these measures have been ensured, an Officer fails to show up for voting, voting may commence without an Officer present.

Primary elections for AOIT Officers for the subsequent school year shall occur exactly 30 days before the conclusion of the school year, as to be defined by MDCPS Secondary education school-calendar, in conjunction with the current MBSH principal.

## **ARTICLE V. Officers**

The Officers of the AOIT shall be the President, Vice President, Secretary, and Treasurer and will form the Executive Board. The Executive Board shall meet to finalize agenda items, prepare reports, and collaborate on the business of the AOIT. If or when in need of any more Officer positions, this "Statement of Bylaws" shall be amended to include this new title, and the duties this Officer shall be bound perform for the benefit of the AOIT and its members. No new Officer position shall be established in any official or unofficial way, until these "Statement of Bylaws" has been edited and ratified by a voting session open to all members wherein the majority, defined as 51% of all collected votes, ratifies all proposed amendments.

These Officers shall perform the duties prescribed by this "Statement of Bylaws" and by the Parliamentary Authority adopted by the AOIT. If any such duties at any time conflict with being in the best interest of the AOIT, at such time all Officers may decide to convene to decide on extending and/or withholding performing their duties for the benefit of the AOIT, with all justification for such actions to be written down by the Secretary and to be held in possession of the Vice-President, and to be filed in the designated place at the Vice-Presidents earliest convenience.



## **5.1 Qualifications**

AOIT Officers have the obligation of having an interest in the Information Technology field at the time of election. Any student enrolled at MBSH at the time of the primary elections shall be eligible, with the preconceived compulsion of enrolling in an Information Technology course its subsequent calendar year so that enrollment into the MBSH Academy of Information Technology is to be insured.

## **5.2 Election**

As stated earlier in section 4.3 of this document, “Primary elections for AOIT Officers for the subsequent school year shall occur exactly 30 days before the conclusion of the school year, as to be defined by MDCPS Secondary education school-calendar, in conjunction with the current MBSH principal.” Primary elections shall be defined as the elections of Officers to be in office the first semester of the school calendar.

If at any time an Officer decides to vacate his/her office, or is removed from his or his office any current member may propose a current AOIT member to be placed into this vacated Officer position. If the Officer vacated or is removed from his/her officer position without advance notice, the Executive Board may make any proposed AOIT member the interim-Officer to perform such duties, if they can not be handled by the current Executive Board alone, until a voting session can commence, or for a maximum of 30 days, which ever comes first.

Voting must be scheduled within 30-school days by the Executive Board. If the Executive Board fails to make such plans, any and all positions currently occupied shall be open for voting, and if necessary voting shall be scheduled exactly 40-school days after the office was vacated, without the necessary notifications to any Officer. This voting session can be scheduled by any and all current AOIT member and shall be monitored by any MBSH staff member, to be decided by the AOIT member.

## **5.3 Term of Office**

Each Officer’s term of office shall begin on the day immediately following the last day of the academic year of the school-calendar year as defined by MDCPS and shall continue until the last day of the following academic year.

## **5.4 Removal from Office**

Any Officer not acting in accordance with the Academy of Information Technology guidelines, bylaws, constitution and any rules and/or policies may be removed from office by a majority vote, to be defined as 51% (fifty-one percent) of all collected votes by its members, or may be relieved from his/her duties and title immediately by an unanimous decision by the Executive Board. This can be contested in a general member meeting, to be scheduled by the Executive Board if so requested within 30-days of relieving the Officer.



## **5.5 Duties and Responsibilities**

The following are general duties and responsibilities of the AOIT Officers. These duties and responsibilities shall be more fully defined at the commencement of the year, by each Officer and with approval of the current AOIT President. The following duties can not be displaced and are bound to the position the Officer occupies;

- *The President* shall preside at all meetings of the AOIT, he/she is present at. At times the President may designate another Officer to preside over the meeting, if he/she feels the need to do so. The President also has the responsibility to facilitate all meetings of the Executive Board, and have the responsibility to represent the AOIT to all members and non-members when present.
- *The Vice-President* shall assume the duties of the President in his/her absence and assist the AOIT President with the management of the AOIT. If so necessary the Vice-President has the ability to call any decision made by the AOIT President to a vote, where in the Vice-President, Secretary, and Treasurer can veto any decision made by the AOIT President.
- *The Secretary* shall keep all records of official business of the AOIT, and shall so be responsible to review any and all forms which will represent the AOIT to members, non-members, including to MBSH and MDCPS faculty and staff, and those not affiliated with any institution.
- *The Treasurer* shall keep all records of financial transactions and financial affairs of the AOIT, and shall make sure all members pay their dues and fees, and that AOIT has no outstanding financial obligations towards any institution in representation of AOIT. Mainly this will include always being aware of the current bank statements, and keeping track of all income, profits, and expenses made by the AOIT and offer any such requested information during Executive or general member meeting.

## **ARTICLE VI. Sponsor**

### **6.1 Eligibility**

The AOIT Sponsor shall be a faculty member of MBSH, or an active member of the MBSH Parent-Teacher Association, and shall be agreed to by the principal of MBSH. The sponsor shall not have voting rights within the AOIT, and shall work in an advisory position to the Executive Board, and as such may not be excluded from any meeting general, executive or with other parties.

### **6.2 Term**

The AOIT Sponsor shall serve 1 (one) school year, as defined by the MDCPS school-year calendar. Exemptions from this rule shall be included in this “Statement of Bylaws”.



### **6.3 Duties**

The AOIT Sponsor must attend the regularly-scheduled Executive Board meeting and general meeting each month, and may attend any other meetings if available. The AOIT Sponsor shall receive a copy of every meeting notes and shall input his/her advice where he/she thinks appropriate.

### **6.4 Termination**

Termination shall be defined in 2 (two) ways; *agreeable termination* and *reluctant termination*.

Agreeable termination shall occur when the Sponsor decides to vacate the position of AOIT Sponsor once a replacement has already been found.

Reluctant Termination, can either occur when the Executive Board asks for the resignation from its sponsor.

The Executive Board must make an attempt to do this preserving the dignity of both the Sponsor and the AOIT. Before the resignation of the Sponsor can be requested by the Executive Board to the MBSH principal and/or MBSH Activities Director, the Sponsor must be notified at least 48 hours in advance. Before the resignation of the Sponsor can be requested, the AOIT Executive Board must have found a suitable replacement. If any of these conditions are breached, the Sponsor may eject any 1 (one) Officer from his/her office, and open the office to a general members vote.

## **ARTICLE VII. Meetings**

### **7.1 General Meetings**

General Meetings shall be held twice a month during the academic year. Every meeting must be scheduled at least 1 (one) month in advance by the Executive Board.

### **7.2 Notice**

Notice of all meetings of the AOIT shall be given by conspicuous postings of notice and agenda at designated areas of MBSH, and, in addition to posted notice, may be given by email or telephone. Notice must be given at least seven days prior to each meeting.

### **7.3 Executive Board Meetings**

Executive Board meetings shall be held at least once a month, on a date prior to that of each general meeting, during the academic year and once a month during the remainder of the calendar year.





## **7.4 Special Meetings**

The President and Vice-President each shall have the authority to call special or emergency meetings of the AOIT members. Special meetings shall also be called upon by written request of 30% (thirty percent) of the active membership.

## **ARTICLE VIII. Quorum**

The presence, in person, of at least 50% (fifty percent) of the members entitled to vote at any meeting shall constitute a quorum. The process for general decision-making shall be a simple majority of the voting members of a quorum unless otherwise specified in these Bylaws.

## **ARTICLE IX. Parliamentary Authority**

As a club in MBSH which runs in accordance to MDCPS Board rulings, the club is both entitled to certain privileges but also must complete certain responsibilities.

For this reason Parliamentary Authority has been established. The AOIT President has the ability to call upon Parliamentary Authority to withhold any rights this document extends to any of its members, if it is not in accordance with MBSH and MDCPS rulings, policies and guidelines.

## **ARTICLE X. Amendments**

Amendments to this “Statement of Bylaws” all need to follow certain procedures, guidelines, and have to go through the right process to become official.

### **10.1 Proposal**

Any active member may propose an amendment to the AOIT “Statement of Bylaws” in order to ensure that the AOIT is administered properly. Any proposed amendment to these “Statement of Bylaws” shall be submitted in writing to the AOIT Secretary. Any proposal brought to the AOIT Secretary shall be put to a vote by the Executive Board members if it is relevant enough to be presented in a general member meeting and a voting requested in the meeting. The proposal can also be brought forth by 10 active members during a general meeting, at which time a special voting date shall be set, at a later date.

### **10.2 Voting**

Proposed amendments to the Bylaws shall be voted on by open vote at the general meetings. Prior to voting, proposals shall be made available in writing, and read aloud at that meeting by the Secretary.

### **10.3 Adoption**

A majority vote (defined as being 51% or over), or a quorum decision of all active AOIT members is required to adopt an amendment. Any decisions which require the ultimate



approval from a non-members shall be presented to them the same business day or if not available at this time, the next business day that they can attend to the matter.

## **Article XI. Committee's**

For the purpose of making the AOIT work as quick and efficiently as possible committee's may be established.

### **11.1 Establishing Committee's**

A committee can be established at any time in the school year by a general members vote, or by the unanimous decision of the Executive Board. If certain members feel the need to take on any of the Executive Board's responsibility, they may file a written proposal for a committee to be established with the current AOIT Secretary. The Executive Board shall review this proposal and shall return the approval or rejection of the proposal within 5-school days. The Executive Board may also establish a committee at any time, with the approval of the current AOIT President, but must inform the members in the first following general members meeting. The neglect of informing the members at the following general meeting will immediately dissolve the created committee and may not be reestablished by the Executive Board.

### **11.2 Disseverment of Committee's**

The Executive Board may at any time dissolve a committee that has been established by the Executive Board. Any committee that was established in a general meeting can only be only be dissolved in a general members meeting, where at least a 30% approval for the disseverment of the committee is reached. The Executive Board may at any time decide in a unanimous decision to withdraw any and all privileges from a Committee if it is established the actions are not in the best interest of the AOIT and its members.

### **11.3 Eligibility**

Any current AOIT member is eligible to participate in a Committee. AOIT members can request to be added to any committee at any time, and can either be voted on to the committee by a unanimous vote from those members currently participating within the committee, or can be placed into the committee by the Executive Board.

### **11.4 Committee Hierarchy**

Each committee will be supervised by an AOIT Officer. In addition each committee will be assigned a "project manager" by the Executive Board. The project manager will have the responsibility of keeping the Executive Board up-to-date on the progress of the project, and has the authority to suspend any committee member from the committee at any time. The project manager must inform an Officer within 3 school-days of the incurred suspension.