

Steller Community Bylaws

Revised 4/2013

I. GENERAL STELLER COMMUNITY

A. FUNCTIONS OF THE GENERAL STELLER COMMUNITY

The general Steller Community makes recommendations and participates in the decisions regarding Steller School business and shall have a role settling grievances as they pertain to actions of the Advisory Board.

B. MEMBERSHIP OF THE GENERAL STELLER COMMUNITY

The General Steller Community is all Steller students, their parents, the staff, alumni, and the Steller Principal.

C. OFFICERS OF THE GENERAL STELLER COMMUNITY

The officers of the Steller Advisory Board shall be the officers of the General Steller Community.

D. MEETINGS OF THE GENERAL STELLER COMMUNITY

1. REGULAR meetings of the General Steller Community will be held each semester in the fall and in the spring.
 - a. The Principal, in conjunction with the Advisory Board, will schedule the fall and spring meetings. Meetings must be scheduled and publicized at least thirty (30) days **in advance**.
 - b. The Advisory Board will plan the agenda, and facilitate these meetings. The Board may recruit assistance, or seek input from, other members of the Steller Community.
 - c. New business requiring the input of the entire Steller Community may be presented at these meetings. The Steller Community may take an advisory vote and forward a recommendation based on the vote to the Advisory Board for formal action OR a special meeting of the General Steller Community for the purpose of setting policy can be scheduled.
2. SPECIAL meetings of the General Steller Community require that notice of the date, time, and place of the meeting be given to the principal, staff, students, and parents at least 2 weeks in advance of the meeting. Every effort shall be made to use effective means of contact for notification. Special meetings of the General Steller Community may be scheduled by the:
 - a. Advisory Board.
 - b. Members of the Steller Community equal to or greater than ten percent (10%) of the student body.
 - c. Principal.
3. A quorum for the General Steller Community Meeting will consist of a number that is equal to or greater than 40 percent (40%) of the Steller student body AND fifteen percent (15%) of those attending must be students.

- a. As an example: If there are 300 students at Steller, an All Community meeting would require 120 student, staff, and parent participants to reach an overall quorum. Of this entire group, fifteen percent (15%) or 18 must be students.
 - b. When a quorum is not reached at a Special meeting, the vote taken will be an advisory vote and will be referred back to Advisory Board or to a special All Community meeting.
4. The meetings will be conducted using Robert's Rules of Order.

II. STELLER ADVISORY BOARD

A. FUNCTIONS OF THE ADVISORY BOARD

1. The Steller Advisory Board provides the formal level in decision making within the General Steller Community.
2. The Advisory Board will represent all the people connected with the school in making recommendations to the Principal and to the Anchorage School District. It will coordinate communications within the total school community and will involve itself in program evaluation and design. The Advisory Board may cover such items as curriculum issues, appeals, grievances, public relations, etc. Standing and special committees will be organized as necessary.
3. Policy decisions of the Advisory Board may be appealed to the General Steller Community at a special meeting.

B. MEMBERSHIP OF THE ADVISORY BOARD

1. Representatives—Membership of the Advisory Board shall consist of one (1) student representative from each advisory group of ten (10) or more students. There shall be one (1) parent representative for each two (2) student representatives. There shall be one (1) staff representative per one hundred (100) students or major portion thereof. The Principal shall be an ex-officio member of the Advisory Board.
2. Alternates—There shall be one (1) official alternate for each advisory group representative. The staff will elect a single alternate. The parents will elect four (4) alternates. The alternate(s) will vote in the event of a regular representative's absence. It will be the responsibility of each representative to provide timely notice to inform the alternate(s) that an absence is forthcoming.
3. Voting—In the event the elected representative(s) or alternate(s) are unable to attend an Advisory Board meeting, any member of their group (i.e. advisory group, parent or staff) in attendance may vote in their stead. The total number of votes cast shall not exceed: one (1) student vote per advisory group; one (1) parent vote per two (2) advisory groups; and one (1) staff vote per 100 students. The Principal may vote to achieve quorum, or in the event of a tie.

C. DUTIES

1. Students: Attend all Advisory Board and Operational Group meetings. Organize meetings of their constituents for the purpose of:
 - a. Representing their constituents to both Ad Board and Op Group
 - b. Developing and issuing agenda items for both Ad Board and Op Group meetings.
 - c. Reporting back to their advisory group by summarizing the discussion and actions taken at the respective meetings.
2. Parents: Attend Advisory Board and Parent Group meetings for the purpose of:
 - a. Representing their constituents to the Advisory Board.
 - b. Developing and issuing agenda items of subsequent Advisory Board meetings.
 - c. Reporting back to the Parent Group by summarizing the discussion and actions taken at previous meetings.
3. Staff: Attend all Advisory Board, Operational Group, and Parent Group meetings, and organize meetings of their constituents for the purpose of:
 - a. Representing their constituents to the Advisory Board and the Op Group.
 - b. Developing and issuing agenda items of subsequent Advisory Board meetings
 - c. Reporting back to the school Staff by summarizing the discussion and actions taken at the respective meetings.
4. Principal: Attend all Advisory Board and Operational Group meetings. Advise on district policy. Provide budget information upon request for review and discussion by Advisory Board. Allows all All-School meetings. Accepts and implements Advisory Board decisions unless they are in conflict with Anchorage School District policy.

D. ELECTIONS

1. Regular representative/alternative elections
 - a. Students: Representatives and alternates will be elected from, and by, each advisory group of ten (10) or more students at one of the first advisory group meetings of the new school year.
 - b. Staff: Representatives and an alternate will be elected by the staff no later than the second staff meeting of the new school year.
 - c. Parents: Representatives and four (4) alternates will be elected at the September Parent Group meeting. At least two (2) will be parents of students who are new to Steller. Representatives will be elected for two (2) year terms.
2. Vacancies
 - a. A position shall be declared vacant when a representative graduates, resigns, or in any other way becomes ineligible, unable, or unwilling to hold the position.
 - b. A position may be declared vacant by a two-thirds vote of the Board if the representative:
 1. Has three (3) unexcused absences from Advisory Board meetings.
 2. Engages in conduct or action that is improper or jeopardizes the interests or integrity of the Advisory Board.
 - c. In the event that a vacancy on the Advisory Board occurs at a time other than during regular elections, the alternate shall assume the vacant position. A new alternate shall be elected by the represented group as soon as an election can be scheduled.

- d. Parent alternate representatives will be replaced as follows:
 1. If the vacancy occurs in the first or second or third quarter of the school year, nominations will be solicited from the current Steller parents and a special election will be held.
 2. If the vacancy occurs in the fourth quarter of the school year, the alternate representative position will be filled by an appointment of the Parent Representatives of the Advisory board.

E. OFFICERS

The title of the offices shall be: Parent Co-Chair, Student Co-Chair, Chief of Operations, Secretary, Parliamentarian, and Archivist.

1. Co-Chairs

- a. The Chair of the Advisory Board shall be filled by two Advisory Board members, one parent representative and one student representative, to be elected at the first meeting of the Advisory Board.
- b. The Co-Chairs shall:
 1. Conduct the Board meeting according to the Rules of Order and assist all the members in learning and following these procedures. See to the development of a detailed written meeting agenda and post a copy of the written agenda for all members of the Advisory Board at least twenty-four (24) hours prior to the next scheduled meeting of Advisory Board. Any member of the Steller Community may obtain a copy of this agenda through the office.
 2. Compile an email and phone contact list for all parent, student, and staff members of the Advisory Board at the first meeting of the year and revise it as needed. The Student Co-Chair will be responsible for obtaining and updating contact information for student representatives. The Parent Co-Chair will do the same for the staff and parent representatives.
- c. The Co-Chairs shall independently decide as to how they will share the duties of the Chair. If one Co-Chair has a conflict of interest on a matter before the Board, the other Co-Chair shall chair that portion of the meeting.
- d. In the event that one elected co-chair must step down, the remaining co-chair shall act as sole Chair until such time as a replacement can be elected.
- e. If both Co-Chairs are absent, the Chair will pass to the Chief of Operations.

2. Chief of Operations

- a. This position will be filled by the Chair of the Operational Group.
- b. The Chief of Operations shall organize, convene and chair meetings of student representatives as needed for the purpose of:
 1. Representing the Advisory Board to the student body as a whole.
 2. Representing the student body as necessary at any other meetings.

3. Secretary

- a. This position may be filled by either a student or an adult. The secretary shall ensure that there is a complete and comprehensive set of minutes of all Advisory Board meetings.
- b. The minutes are to include:
 1. An attendance record of voting members present at the meeting.
 2. Verbatim statement of all motions and the results of each motion accompanied by the full name of the maker and the second.

3. Summary of the discussion and action on each agenda item.
 4. Copies of any handouts or written committee reports submitted which are to be appended to the minutes.
 - c. The minutes are to serve as the record of the actions of the Advisory Board and the intent behind those actions. The minutes must contain not only the motions and amendments, but the discussion leading up to each motion so that in the future, should questions develop; it is possible to determine the intent of the motion.
 - d. Draft Minutes are to be completed and posted within two weeks of the meeting. If no member requests a correction to the minutes, they shall stand for approval at the next Advisory Board meeting.
4. Parliamentarian
 - a. This position may be filled by any member of the Steller Community.
 - b. Selection and training of up to three (3) Parliamentarians will be done annually or as needed.
 - c. The Parliamentarian of the Advisory Board shall act as an advisor to the body regarding Robert's Rules of Order.
 5. Archivist
 - a. The Archivist is the official keeper of the documents of the Steller Advisory Board. A master notebook is to contain copies of the Bylaws and all minutes from the beginning of Steller, and be accessible in the Steller office.
 - b. The Archivist will maintain a digital version of the master notebook accessible to the Steller Community via the website.

F. ELECTION OF OFFICERS

1. General Elections

At the first Advisory Board meeting following the fall general elections, the Board-elect shall meet for the primary purpose of organization and election of officers. This meeting will be chaired by the Principal and shall be held within two (2) weeks of the fall general elections. The officers, except for the Parliamentarian, the Archivist, and Chief of Operations, shall be elected from within the membership of the Advisory board.

2. Vacancies

Should a vacancy in any office occur, at a time other than General Elections, the Advisory Board shall elect a replacement to serve the unexpired term.

3. No member may hold more than one (1) office.

G. MEETINGS

1. Meeting times and dates shall be set by the Advisory board.
2. All meetings will be open to the General Steller Community and all discussions at these meetings will include everyone present.

3. The meetings will be conducted using Robert's Rules of Order.
4. A majority of voting members constitutes a quorum. The privilege of the floor does not constitute the right to vote.
5. In the event of a lack of quorum, the Chair may conduct an informal meeting.
6. In the event the secretary is not in attendance, the Chair may appoint an alternate to take minutes.

III. OPERATIONAL GROUP

A. FUNCTIONS

An Operational Group (Op Group) is established as a Standing Committee of the Advisory Board. The Operational Group will cover items related to daily and quarterly schedules, activity days, management of student's funds, and student decision-making. Decisions of the Operational Group may be appealed to the Advisory Board or to an All School meeting. Standing and special committees of Op Group will be organized as necessary.

B. MEMBERSHIP

Membership of the Operational Group shall consist of elected representatives – one (1) junior high and one (1) senior high school student from each advisory group, one staff member per every hundred (100) student or major portion thereof, and the Principal.

C. DUTIES

1. Students – Attend Op Group meetings and vote representing the wishes of their constituents.
2. Staff – Attend Op Group meetings and vote representing the wishes of the staff.
3. Principal – Maintain an advisory role related to Anchorage School District and Steller Policies and Procedures. Reports overall activities and concerns related to the school.
4. Parents welcome to attend, observe, and inform Op Group of parent initiatives.

D. ELECTIONS

1. Regular representative/alternate elections
 - a. Advisory group representatives shall be elected during one of the first advisory group meetings in the fall.
 - b. A senior high, a junior high, and an alternate will be elected.
 - c. With majority approval, co-officers, or an officer and apprentice may be elected for the positions of Secretary, Treasurer, and Sergeant at Arms.
2. Vacancies
 - a. Vacancies may occur due to an individual's resignation, inability or unwillingness to hold the position.
 - b. A representative may be removed from their position when they have three (3) unexcused absences form Op Group and/or Ad Board meetings OR if they engage in

conduct or action that is improper or jeopardizes the interests or integrity of Op Group or Ad Board.

- c. If the vacancy occurs at a time other than during regular elections, the alternate shall assume the vacant position. A new alternate shall be elected by the represented advisory groups as soon as an election can be arranged.
- d. At such time as a representative change may occur, the new representative shall introduce themselves to the applicable body (Ad Board or Op Group) at their first meeting under new business.

E. OFFICERS

An election of Operational Group officers will take place at the first meeting in the fall. Any vacancies that develop will be filled with an interim election conducted at an Op Group meeting. No member may hold more than one office.

1. Chair

- a. Oversees the development of an agenda for each meeting.
- b. Conducts or delegates follow-up of meeting business as needed.
- c. Conducts the Op Group meetings according to Robert's Rules of Order
- d. Serves as the Advisory Board Chief of Operations (see II. E. 3.)

2. Vice-Chair

- a. The Vice-Chair shall, in the event of an absent Chairperson, conduct the meeting according to Robert's Rules of Order.
- b. The Vice-Chair shall be ready to assume the chair in the event that the elected Chair must step down.
- c. If neither the Chair nor the Vice-Chair is present, the Chair shall pass to the Attendance Officer.

3. Secretary

- a. Ensures that there is a complete and comprehensive set of minutes for each Op Group meeting that reflects a record of the actions and the intent behind those actions.
- b. Minutes are to be completed and issued in time for the next meeting of the advisory groups.
- c. The secretary is the official keeper of the minutes of the Steller OP Group and places the original copy of the minutes in a notebook maintained for that purpose in the office.
- d. The secretary is responsible for issuing a copy of the minutes to all advisory groups, as well as to the Chairs of Ad Board, and Parent Group.
- e. The secretary is responsible for all official written communication from the Op Group to those outside the Op Group.

4. Treasurer

- a. Maintains a record of current balance in the Student Activity Fund.
- b. Reports balance and recent expenditures, and approximate balance of encumbered funds at each Op Group meeting.
- c. In charge of completing and filing funding request forms with the Steller office. Forms must be submitted for each request for Op Group funding.

5. Attendance Officer

- a. Maintains attendance record of advisory group representatives at each Op Group meeting.
- b. Takes appropriate action when an advisory group has been unrepresented for three (3) meetings.

F. MEETINGS

1. Meeting times and dates shall be set by the Operational Group and occur weekly except during finals week or intensives.
2. The meetings will be conducted using Robert's Rules of Order.
3. All meetings will be open to the general Steller Community and all discussions at these meetings will include everyone present.
4. The privilege of the floor does not constitute the right to vote. A majority of members constitutes a quorum. Any two advisory group members present when quorum is called may serve as representative for the meeting.

IV. ADVISORY GROUPS

A. FUNCTIONS

The basic social and political unit at Steller shall be the advisory group. The advisory group consists of an advisor, who is a Steller teacher, and a group of at least ten (10) students. Advisory groups shall meet on a regular basis as determined by the Operational Group to discuss issues, take care of concerns and socialize.

B. REPRESENTATION

Each advisory group will have two (2) representatives who serve on the Operational Group and one representative who will serve on the Advisory Board.

1. Student representatives for both Op Group and Ad Board will have an alternate who can attend meetings and vote in their absence. They will notify the alternate in a timely fashion when they are unable to attend a meeting.
2. The two representatives will divide the work of reporting Op Group business back to the Advisory Group, and maintaining a notebook in each advisory group that contains minutes of Op Group meetings and any other notes or voting records of interest to the group.

V. PARENT GROUP

A. FUNCTIONS

A Parent Group is established as part of the Steller Community. The mission of this group is to promote parent involvement in school activities, to solicit, address, and make recommendations regarding issues

facing the Steller Community, and to support fundraising activities and facilitate the disbursement of (those) funds. The parent group will meet monthly.

B. MEMBERSHIP

Membership in the Steller parent group shall consist of all parents/guardians of students currently enrolled in Steller.

C. DUTIES

1. Parents—Attend parent group meetings and participate in discussions.
2. Staff Reps—Attend meetings to represent and report on staff concerns.
3. Principal—Attend meetings to represent and report on school-wide, as well as ASD concerns.
4. Students—Are always welcome to attend, and may wish to bring a proposal, a funding request, or communicate student concerns.

D. OFFICERS

An election of Parent Group officers and representatives will take place at the September meeting. Any vacancies that develop will be filled with an interim election conducted at a Parent Group meeting. No member may hold more than one office.

1. Chair—the Chair/Vice-Chair is a two (2)-year term.
 - a. Prepares agenda and conducts the monthly Parent Group meeting.
 - b. Conducts or delegates follow-up of meeting business as needed.
 - c. Acts as liaison between Parent Group and Advisory Board, Staff, and Operations Group, or is responsible for arranging an alternate to attend those meetings as needed.
 - d. Makes reports to Advisory Board, Operations Group and Staff, as well as General Community, meetings as needed.
 - e. Ensures that parents become acquainted with volunteer opportunities at school pre-registration.
 - f. Helps recruit and train advisory group Parent Liaisons.
2. Vice-chair
 - a. The Vice-Chair assumes the duties of the Chair when necessary. The Vice-Chair assumes the position of Chair in the following year.
 - b. Acts as Archivist for the Parent Group
3. Secretary
 - a. Records and makes available the minutes of meetings.
 - b. Makes a digital copy of all minutes.
 - c. Arranges for an alternate to take minutes in event of absence.
4. Treasurer—the Treasurer/Vice-Treasurer is a two (2)-year term.
 - a. The Treasurer is responsible for all financial matters and reports at Parent Group Meetings.
 - b. Provides digital copies of reports.
5. Vice-Treasurer

- a. The Vice-Treasurer shall assume the duties of the Treasurer when necessary and shall assist the Treasurer throughout the year.

E. PARENT LIAISONS

A Parent Liaison will be identified in each Advisory Group. The parent liaison provides Advisors with a designated advisory group parent contact who will assist with creation of e-mail/phone contact lists and facilitate **communication** with other parent members of the Advisory Group.

1. Attend the monthly Parent Group meetings as a representative of their Advisory Group or recruit another parent to do the same, and forward topics of interest to other parents in the advisory group.
2. Forward information and help recruit parent volunteers for school activities such as field trips, activity days, talent show, the annual auction, proms, or open house.
3. Help plan or organize advisory group-specific activities such as the snack schedule, AG breakfast, monthly dances, fundraisers, the Steller Olympics, or monthly Staff Luncheons.
4. May perform other duties as mutually agreed upon with their Advisor, such as recruiting field trip drivers.
5. Advisory Groups may choose to have more than one parent liaison. In that event, the parent(s) and staff member will clearly define the role/duties for each parent liaison.

VI. ALL-SCHOOL MEETINGS

All-School meetings are special meetings of the student body and staff before, during or immediately after the school day. Any member of the Steller community may call such a meeting. The protocol for the person(s) wishing to convene a meeting is to first consult with the Principal in order to discuss an appropriate time for the meeting. As a rule, the person(s) making the request then conducts the meeting.

VII. AMENDMENTS

The Steller Bylaws may be amended by the Advisory Board provided that written notice of the proposed amendment is presented in writing to the Advisory Board at least one (1) meeting before it is to be voted on. The Steller Bylaws may be amended by the General Steller Community when the text of the proposed amendment has been included in the notification of the General Steller Community meeting.

VIII. DISSOLUTION CLAUSE - FUND RAISING

Funds raised through the use of raffles, or other gaming activities, which are regulated through the State of Alaska, will be distributed as per 15 AAC 160 020 (A(5)).

IX. BYLAWS REVIEW

A comprehensive review of the Bylaws is recommended to be conducted every three (3) years or more frequently if significant changes occur in Steller governmental functions.