

Steller Community Bylaws

Revised 2016

I. THE STELLER COMMUNITY

A. PREAMBLE

The Steller Community is comprised of the students, parents, and staff of Steller Secondary Alternative school in Anchorage, Alaska. Steller's mission is, "Inspiring a community of independent, confident, self-directed learners." These bylaws define the self-governance of the Steller community, while recognizing that Steller exist within the context of the Anchorage school District and state and federal law. In keeping with Steller's mission, our governance is intended to maximize student empowerment and enable collaborative decision-making based on listening to all. Consistent with order and fairness, the Steller community values and informal process of governance open to divergent ideas, flexible to experimentation, and striving for thoughtful deliberation and consensus.

B. STRUCTURE OF STELLER GOVERNANCE

The Steller governance structure has four parts, each with its own decision making process for issues of concern to its members. These are 1) Op-Group, led by students, 2) Parent Group, led by parents, 3) Staff, and 4) the Principal. In addition, some decisions require cooperation among these groups. These bylaws and empower of the groups to work together in committees, and to gather as a full community for Town Hall meetings that invite all members to participate and vote.

II. THE STELLER COMMUNITY BODY

A. PURPOSE OF THE STELLER COMMUNITY BODY

The Steller community body provides a forum for self-determination of the students, staff and parents of Steller. Issues requiring a cooperation between Students, Parents, the Staff and the Principal can be decided in open meetings by the Steller community body. In addition the Body, or the Groups within the Community, can establish committees to resolve issues that do not require the entire Steller Community Body's involvement. Meetings of the Steller Community Body may also be called All Community Meetings.

B. MEMBERSHIP OF THE STELLER COMMUNITY BODY

The Steller Community Body is all current Steller students, their parents and guardians, staff, alumni, and the Steller Principal.

C. MEETINGS OF THE STELLER COMMUNITY BODY

1. Regular meetings of the Steller Community Body will be held each semester in the fall and in the spring.

a. The Principal, in conjunction with the designees of the Op-Group, Parent Group and Staff, will schedule the fall and spring meetings. Meetings must be scheduled and publicized at least thirty (30) days in advance.

b. The principal and the designees of the Op-Group, Parent Group and Staff will plan the agenda, and facilitate meetings of the Steller Community Body. Planning of the meeting will include selection of the Presiding Officer for that meeting, who will be responsible for facilitating discussions and leading the productive and inclusive process of that meeting, and the selection of a Recording Secretary for the meeting, who will be responsible for preserving the content of the meeting.

c. The Steller community body will function as a Town Hall for Steller, to discuss and decide upon issues originating from members of the community that are not resolved by Op-Group, Parent Group, Staff or Principal. To the extent permitted by the policies of the Anchorage School District, or as otherwise provided in these bylaws, the Steller Community Body will act as the highest forum for matters affecting Steller that require attention from the entire community.

2. Special meetings of the Steller Community Body require the notice of the date, time, and place of the meeting be given to the principal, staff, student, and parents at least two (2) weeks in advance of the meeting. Every effort shall be made to use effective means of contact for notification. Special meetings of the Steller community may be scheduled by the:

- a. Op-Group
- b. Parent Group
- c. Staff or
- d. Principal

3. A quorum for the Steller Community Body will consist of a number that is equal to or greater than 30 percent (30%) 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 students, 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 Steller Community Body meeting, action may still be taken, but will take effect for two (2) weeks avoter the meeting. During that two (2) week period, the Op-Group, Parent Group, Staff or Principal may elect to hold in abeyance any action taken

without a quorum until another Steller Community Body meeting is held with a quorum. If no such request for another meeting is made within two (2) weeks, the actions shall become final as if a quorum had been present.

4. Meetings of the Steller Community Body will be conducted, when possible, using informal procedures to encourage maximum participation and consensus. However, in the event of a dispute over rules, the Presiding Officer of the meeting may use Roberts Rules of Order to continue the meeting.

D. COMMITTEES

From time to time, members of the Steller Community wish to resolve issues affecting more than one group within the community that holding a full meeting of the Steller Community Body. For this purpose, the community may use Ad Hoc Committees or Action Committees.

1. Ad Hoc Committee. An Ad Hoc Committee may be formed at any time by any member of the Steller Community for any purpose. Under these bylaws, Ad Hoc Committees are advisory only. An Ad Hoc Committee formed by the Op-Group, Parent Group, Staff or Principal may coordinate action among those groups, but may not take action on its own.

2. Action Committee. The Op-Group, Parent Group, Staff and Principal may form an Action Committee and delegate their authority to that make joint decisions on behalf of the entire Steller Community. Formation of an Action Committee shall be accomplished by the following process.

a. By official action, the Op-Group, Parent Group, Staff or Principal shall propose a Committee Charter for creation of an Action Committee to the other groups with a written proposal containing the purpose of the committee, the seats on the committee, the process for appointing members of the committee, the durations of the committee's existence, the precise range of authority of the committee to make decisions on behalf of the Steller Community, and any other necessary rules for operation of the committee.

b. To become operative, all four parts of the Steller Community (Op-Group, Parent Group, Staff and Principal), must formally approve the Committee Charter for an Action Committee.

III. OPERATIONAL GROUP

A. FUNCTIONS

An Operational Group (Op-Group) is established as Steller's student government. The Op-Group will cover items related to daily and quarterly schedules, activity days, management of student

decision-making. Decisions of the Op-Group may be appealed to an All School Meeting. Standing and special committee of Op-Group will be organized as necessary.

B. MEMBERSHIP

Membership of the Op-Group shall consist of elected representatives, two students, regardless of grade, from each advisory group, one staff per every hundred (100) student or major portion thereof, and the Principal.

C. DUTIES

1. Students- Attend Op-Group 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 relating 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. Two alternates 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. If an Op-Group representative misses more than three (3) consecutive meetings or doesn't attend Op-Group meetings at least five times each semester they will forfeit their seat OR if they engage in conduct or action that is improper or jeopardizes the interest or integrity of Op-Group.

The Advisory Group they represent will have two weeks to elect a new representative. If they do not elect a new representative that pledges to meet quorum requirements after two weeks, the Sergeant at Arms will continue the advisory group and put all plans on hold until they elect a representative that flight is to me attendance requirements. If they still do not elect a representative by the end of the advisory meeting they will lose that seat an opera for the rest of the year. This policy will be tracked and enforced by the Sergeant at Arms.

c. If the vacancy occurs at a time other than during regular elections, the alternate shall assume the vacant position. I knew else and it 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 Op-Group at their first meeting under new business.

E. OFFICERS

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

1. Chair/President

- 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 Roberts Rules of Order.

2. Vice-Chair/Vice President

- a. The Vice-Chair, shall in the event of an absent Chairperson, conduct the meeting according to Roberts 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 Chair nor the Vice-Chair is present, the Chair shall pass to the Attendance Officer aka Sergeant at Arms.

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 Op-Group and Parent Group.
- c. The Secretary is responsible for all official written communications from the Op-Group to those outside of the Op-Group

4. Treasurer

- a. Maintains a record of the current balance in the Student Activity Fund
- b. Reports balance and recent expenditures, and approximate balance of encumbered funds at each Op-Group meeting.

5. Attendance Officer/Sergeant at Arms

- 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 Roberts Rules of Order.
3. All meetings will be open to members of the Steller Community and all discussion 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, which is seventeen (17). Any two advisory group members present when quorum is called may serve as a representative for the meeting.

IV. ADVISORY GROUPS

A. FUNCTIONS

The basic social and political unit at Steller shall be the advisory group. Advisory groups consist 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.

Student representatives for Op-Group 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.

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 this community, and to support fundraising activities and facilitate the disbursement of those funds. The parent group will meet monthly.

B. MEMBERSHIP

Membership in the parent group consists of all parent/guardian of student currently enrolled in a Steller.

C. DUTIES

1. Parents- Attend Parent Group meetings and participate in discussion.
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 ASS concerns.
4. Students- Are always welcome to attend, and may wish to bring a proposal, a funding request, or communicate students 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 by 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 in needed.
 - c. Acts as liasson between Parent Group, Staff, and Operational Group, or is responsible for arranging an alternate to attend those meetings as needed.
 - d. Makes reports to Operational Group and Staff, as well as the Steller Community Body meetings as needed.
 - e. Ensures that parents become acquainted with the volunteer opportunities at school preregistration.
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 the minutes.
- c. Arranges for an alternate to take minutes of meetings.

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 LIASONS

A Parent Liason will be identified in each advisory group. A Parent Liason provides advisors were the designated advisory group parent contact who will assist with the creation of emails/phone contact list and facilitate communications 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.

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 Community Bylaws may be amended by the Steller Community Body when the text of the proposed amendment has been included in the notification of the General Steller Community Meeting.

The Op-Group and Parent Group may revise their own bylaws contained within the Steller Community Bylaws without action of the Steller Community Body.

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.