

# **Steller Community Bylaws**

Revised 2018

## **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 exists 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 an 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 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 designates 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, Students, 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 not take effect for two (2) weeks after 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 Robert's 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 committee to 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 duration 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's funds and student decision-making. Decisions of the Op Group may be appealed to an All School Meeting. Standing and special committees of Op Group will be organized as necessary.

#### **B. MEMBERSHIP**

Membership of the Op Group shall consist of elected Representatives, two (2) 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 (2) alternates will be elected
  - c. With majority approval, Co-Officers, or an Officer may be elected to the positions of Secretary, Treasurer, Sergeant at Arms, Attorney General, and Bishop of Utensils.
2. Vacancies
  - a. Vacancies may occur due to an individual's resignation, removal, inability, or unwillingness to hold the position.

b. If an Op Group Representative achieves more than three (3) unexcused absences to meetings or does not attend Op Group meetings at least five (5) 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 come to the Advisory Group and put all plans on hold until they elect a Representative that pledges to meet attendance requirements. If they still do not elect a Representative by the end of the advisory meeting they will lose that seat in Op Group 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. 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 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 develop will be filled by an interim election conducted at an Op Group meeting. No member may hold more than one (1) office.

### 1. 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 Robert's Rules of Order.
- d. Shall resign as as Representative, if necessary, upon their election.
- e. Shall only vote if the Op Group be equally divided.

### 2. Vice President

- a. The Vice President, shall in the event of an absent President, conduct the meeting according to Robert's Rules of Order.
- b. The Vice President shall be ready to assume the presidency in the event that the elected President must step down.

### 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.
- e. 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. 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.

### 6. Attorney General

- a. The Attorney General shall interpret the Bylaws, Robert's Rules, and Op Group policy, and shall be responsible for enforcing them and providing clarification to all persons.
- b. Shall take appropriate action when a Representative or Officer, if deemed, engages in conduct that jeopardizes the interests and integrity of Op Group.
- c. The Attorney General shall be the official keeper of the Op Group Section of the Steller Bylaws and will maintain them as they are amended.

## 7. Bishop of Utensils

a. Shall be responsible for the purchasing of utensils from Costco, refilling the student lounge with utensils, and bringing the receipt to the office for reimbursement.

## 8. Deputies

a. Officers shall appoint Deputies. Deputies may resign or be dismissed by the Officer.

b. The Deputy will be expected to attend Op Group in case of an Officer's absence. Only the Deputy Sergeant at Arms will have responsibilities outside of Op Group.

c. The Deputy will become the acting officer until a new officer is elected or take office with the approval of Op Group if the incumbent officer resigns or is removed from office.

d. If a person, other than the Deputy, shall take the office of the Officer, the Deputy shall return to their position as Deputy of the Officer. A person may not be a Deputy if they are an Officer.

## 9. Presidential Line of Succession

a. If, by reason of resignation, removal, or any other permanent inability other than graduation, there is not a President to exercise the Office of President, then the Officers of Op Group shall fully assume the Presidency, upon their resignation as a Representative, if necessary, according to the Line of Succession outlined in (c).

b. If, by reason of absence, graduation, or any other temporary inability, there is not a President to act as President, then the Officers of Op Group shall act as President, discharge the duties and powers, and preside over the meetings, but shall have no vote unless the body be equally divided, according to the Line of Succession outlined in (c).

c. The Line of Succession to assume the Presidency or act as President shall be as follows: Vice President, Attorney General, Sergeant at Arms, Secretary, Treasurer, and Bishop of Utensils.

d. Acting Officers shall not be eligible to assume the Presidency nor act as President. Officers who have permanently assumed the Presidency through (a) shall serve as President until the expiration of the original President's term. The Officer who is acting as President through (b) shall serve as President until the President is once again capable.

## 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 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 half the number of possible voting members plus one. Any two Advisory Group members present when quorum is called may serve as a Representative for the meeting.
5. When the President or a majority of Op Group Officers shall deem it necessary, the Op Group shall convene in an emergency or special meeting. Emergency/Special meetings shall not occur during intensives and finals week.

## G. MONETARY REQUESTS

Any member of the Steller Secondary community may ask for monetary requests at anytime. All monetary requests must be approved by either the Op Group or the entire Steller Student Body.

1. Any and all monetary requests shall be handled by the Treasurer of Op Group.
2. Monetary requests exceeding \$100 shall be sent to Advisory Group to be voted on. A student-by student vote is not required but can be requested by the author of said proposal.
3. Monetary requests exceeding \$500 shall be sent to Advisory Group and shall require a student-by-student vote, which shall not need to pass through Grant Committee.
4. Op Group may, through a suspension of the rules and majority approval, waive the requirement of sending to Advisory Groups for approval for any monetary request, and approve of it in the meeting. This rule may not be waived in cases when an author of a proposal requests a student-by-student vote or Advisory Group approval.

## H. EVENT COMMITTEES

1. An Event Committee may be proposed by any member of the Steller Secondary community at any time. All Event Committees must be approved by Op Group with a simple majority vote.
2. All event Committees must have a teacher sponsor for the duration of its existence. The teacher sponsor is to provide a location for committee meetings only.



3. All Event Committees must contain the following in their proposals:
  - a. What event the committee is taking responsibility for hosting.
  - b. Positions within the committee and the process by which they are assigned.
  - c. The name and signature of the committee's teacher sponsor.
  - d. Time and place of first meeting.
4. Any funds required for the facilitation of an event hosted by an Event Committee will be proposed to Op Group as a separate proposal.
5. If, at any point, an Event Committee finds itself incapable of carrying out its intended purpose, an announcement must be published in that week's Op Group notes.
  - a. The committee will send a Representative to Op Group to announce the committee's dissolution.
6. Any and all support required from Op Group as a whole by the committee must be presented as a formal proposal to Op Group.

## I. REMOVAL PROCESS

When Representatives, Officers, and their subordinates engage in action that jeopardizes the interest and integrity of Op Group, they shall go through the removal process. All persons shall be given due process.

### 1. Impeachment

- a. An Officer or Representative may be removed from office through impeachment and conviction, for actions and misconduct that jeopardizes the interest and integrity of Op-Group.
- b. The impeachment process of an Officer or Representative shall begin when the Attorney General petitions for impeachment through Articles of Impeachment. If an Article or Articles of Impeachment is approved by the Op Group with a simple majority, the Officer or Representative shall be temporarily removed from office, the Deputy or Alternate shall act as the Officer or Representative, and the impeachment shall go to trial.
- c. Trials shall occur in closed session, all parties of Op Group shall not share with the public, information until the trial is resolved. The prosecution shall consist of the Attorney General and students, appointed by the Attorney General. The defense shall consist of the Officer or

Representative in question and of his/her defense team of students, if any. The entirety of duly elected Representatives shall act as a jury, with a  $\frac{2}{3}$  majority of Representatives present needed to convict the Officer or Representative. Conviction of the Officer or Representative, shall result in removal, and prohibition from serving in any student government capacity for an entire year.

## 2. Representative Expulsion

a. Representatives of Op Group may be removed from office through an expulsion for actions and misconduct that jeopardizes the interests and integrity of Op Group.

b. The expulsion process shall begin when a Representative files for removal in Op Group, which shall be known as the, Article/s of Expulsion. Articles of Expulsion shall require a majority to approve which shall cause the body to go to trial in closed session, be debated and voted on, a  $\frac{2}{3}$  majority of voting members present, are needed to approve or defeat an expulsion of a Representative. If removed, the Representative shall be barred from serving any office for a year, the Representative's Alternate shall assume the Representative office, and a new Alternate shall be elected.

## 3. Officer Dismissal

a. The President shall have the power to dismiss Op Group Officers, except the Vice President, for actions and misconduct that jeopardizes the interest and integrity of the Op Group.

b. The Representatives of Op Group shall have the power to override the dismissal and reinstate the Officer with a majority vote. The Representatives shall have until the next meeting of the Op Group to override the dismissal.

c. If a dismissed Officer is not reinstated within the next Op Group meeting, the Deputy of the Officer shall serve as the acting Officer until an election can be scheduled.

## 4. Automatic Disqualification & Removal

a. If a Representative is to achieve three (3) unexcused absences or if an Officer is to achieve three (3) unexcused absences to the Op Group, they shall be dismissed from their office, without trial.

b. If an Officer or Representative is to engage in behavior that shall result in probation, any form of suspension, or expulsion, they shall be dismissed from their office, without trial.

c. Any person who shall be removed from office through impeachment or expulsion, shall be disqualified from holding and exercising governmental positions for a year.

## **J. AMENDMENTS**

Any Representative may propose to amend the Op Group Bylaws. Any and all proposed amendments must be approved by either the Op Group or the entire Steller Student Body.

1. The Op Group shall have the power to amend its own bylaws.
2. Any proposed amendment shall receive a  $\frac{2}{3}$  majority approval of present Representatives, for the amendment to be considered official.
3. Proposed amendments shall be voted in Op Group by present Representatives, only if the cabinet of the Op Group shall deem it time sensitive. If the amendment is not deemed time sensitive, it shall be sent back to Advisory Groups for approval.
4. Any amendment that shall receive either a  $\frac{2}{3}$  majority approval from Representatives or a majority approval from Advisory Groups shall be considered official.

## **IV. ADVISORY GROUPS**

### **A. FUNCTIONS**

The basic social and political unit at Steller shall be the Advisory Group. Advisory Group consist of an advisor, who is a Steller teacher, and a group of at least ten (10) students. Advisory Group 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 to my 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 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 ASD 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 needed.
  - c. Acts as liaison 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 pre-registration.
  - f. Assists in recruiting and training of 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 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 LIAISONS

A Parent Liaison will be identified in each Advisory Group. A Parent Liaison provides Advisors with a designated Advisory Group parent contact who will assist with the creation of emails/phone contact lists 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, the 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 the event that the parents(s) and staff member will clearly define the roles/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 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 - FUNDRAISING**

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.