



Steller Parent Group Bylaws:

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.
- g. Coordinates with treasurer to ensure at least three officers, two of whom must be the chair and the treasurer, shall be approved to sign checks and have their signatures on file at the bank. The authorized check signers must not be related by blood or marriage or reside in the same household.
- h. Appoints a Budget Committee that includes the chair and treasurer upon election of officers.

Amended on October 13, 2020



i.

Ensures a financial review (audit) occurs at the end of the fiscal year, or whenever there is a transition between treasurers. The purpose of the review is to certify the accuracy of

the books and records of the Treasurer by examining the financial transactions of the SPG and the procedures used to conduct those transactions. Financial Review Committee must be made up of three (3) or a qualified accountant and can include anyone within the unit that is NOT a signatory on the account or related to one.

j. Establishes ad-hoc committees (including the Financial Committee) as needed.

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 and is the main point of contact for all transactions except in exigent circumstances.

b. Provides digital copies of reports.

c. Contacts the bank to update all checking and savings account signature cards on file with the bank immediately upon taking office. Removes previously authorized signers from the signature card whenever a resignation occurs or a new term begins. There must be three (3) authorized signers Treasurer, Chair and one more.

d. Chairs the Budget Committee and prepares the budget for adoption by the association.

e. Participates in reviewing requests for funding prior to each monthly meeting.

f. Prepares all information needed for the Financial Review Committee when the Chair calls for a Review, and answers questions as needed.

g. Files all required documentation including taxes annually.

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.

- a. 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.
- b. 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.
- c. 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.
- d. May perform other duties as mutually agreed upon with their Advisor, such as recruiting field trip drivers.
- e. 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.