

Dear Steller Community,

February 6, 2024

Steller Parent Group has been hard at work conducting a “comprehensive review” of its Bylaws, required every three years, as stated in the current SPG Bylaws.

As an automatic Member of SPG, all students currently enrolled at the School, their parents/guardians, and current Staff are important participants.

The process we are following is as follows:

1. Bylaw Review Committee - Beginning at the November SPG meeting and via Flash emails and the SPG website, SPG began calling for committee members. Our hope was to have as many members of the community interested in contributing as possible.
2. Approach - In December/early January, Committee members began reviewing other similar schools' bylaws and drafting revised SPG bylaws.
3. Initial meeting - In early January, the committee met to set goals.
4. Work meetings - Two additional meetings were held to conduct line by line revisions.
5. Team work - Committee members have worked together and deliberated possible changes.
6. Community review - At least 30 days are allowed for the Steller community to review the revised Bylaws.
7. Voting - At the March 19, 2024 SPG meeting, Members will be asked to discuss and vote on the revised SPG Bylaws.

The main goals for this revision have been to:

1. remain aligned with and true to Steller Secondary School's mission and philosophy;
2. include and make clear all basic operating procedures for a non-profit such as SPG. In order to assure necessary governance measures, the committee decided to begin with a standard template and alter it based on the existing SPG Bylaws;
3. as much as possible, implement broad and general governance in order to allow SPG's current policies and procedures to be applied.

Currently, we're at number 6 of our process: community review. The final draft of the revised SPG Bylaws has been sent to the Principal, Staff, and Op Group. The committee hopes that all Members will consider the proposed changes and attend the March SPG meeting which will be open for bylaws discussion.

In order to help you understand the revisions that exist in the draft amended Bylaws, a summary of changes is included here.

Our very best,

SPG Bylaw Review Committee:

Lea McKenna Kylara Hollingsworth
Kirsten Tschofen Sarah Bernhardt
Dee Dee Zobian

2024 proposed revisions to Steller Parent Group Bylaws:

- First paragraph - new heading: SPG's Mission statement. Also includes a statement about SPG aligning with Steller Secondary School's mission and philosophy.
- "Parent Group will meet monthly" is stricken. Meetings have their own set of sections (3.02 and 3.03) to create more flexibility.
- Membership section (3.01) is moved earlier and adds "Members are encouraged to participate in decision making consistent with these Bylaws and are expected to collaborate with others in furtherance of the School's mission and philosophy. In addition, a set of elected Members ("Officers") conducts organizational business."
- The option to attend meetings via videoconference (zoom) is added (3.04).
- The need for notice to be given for Member meetings in order to broadly reach Members is added (3.05).
- The definition of quorum for voting is added (3.06).
- The presiding Officer over meetings is added (3.07).
- A section on voting by Members is added (3.08):
 - Clarifies who may vote;
 - Adds what happens in the event of a tie vote ("Chair may invite a motion to table the issue until the next meeting in order to encourage further discussion and consensus building. If the Members vote against tabling the issue, the Chair shall vote to break the tie.")
 - Voting may not proceed without a quorum.
- Section 4.01 describes:
 - which roles are considered Officers
 - election of Officers and terms
 - definitions of Committee Chairs
- Section 4.02: Removal of Members and Officers is added
- Officer duties is edited to represent minimum requirements (4.03, 4.04, and 4.05)
- Section that specifies notice to be given for Officer meetings for purposes of inclusion is added (4.06).
- Section regarding "Parent Liaisons" is deleted as they no longer operate.
- Section regarding "All-School Meetings" is deleted as this is specified in and appropriate to Steller Secondary School's Bylaws.

- Article 5 regarding finances is added:
 - how the budget is passed
 - budget reallocation allowance
 - reimbursements
 - bank accounts
 - loans not allowed
 - contracts

- Article 6 is added, which outlines standard Bylaws clauses regarding fundraising dissolution, waiver of notice, and definitions including:
 - Co-Officers
 - Majority
 - Staff
 - Budget