

# **Steller Community Bylaws**

Revised 2020

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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 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, three (3) Staff Representatives, and the Principal.

## **C. DUTIES**

1. Students- Attend Op Group and vote in the interests of their constituents. 2.

Staff- Attend Op Group meetings and vote in the interests of their constituents.

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. The term of Representatives shall expire at the end of the school year.

b. Two (2) Alternates will be elected and they shall be assigned to each Representative. Those alternates shall act as or assume the position of Representative, when necessary.

c. With majority approval, Co-Officers, or an Officer may be elected to the positions of Attorney General, Sergeant at Arms, Secretary, and Treasurer.

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 shall achieve three (3) unexcused absences to Op Group meetings, then they shall automatically forfeit their seat in the Op Group. The Sergeant at Arms shall track and enforce the attendance policy of the Op Group.

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 an Op Group meeting. No

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 and at the end of every quarter, shall thoroughly report the expenditures and revenue of the Op Group.

#### 5. Sergeant at Arms

a. Shall maintain the attendance record of Advisory Group Representatives at each Op Group meeting.

b. Shall issue a warning to Advisors and Representatives when a Representative has achieved two (2) unexcused absences, and shall be responsible for sending a copy to the Secretary.

c. Shall be responsible for informing an Advisory Group that a Representative has automatically forfeited their seat when three (3) unexcused absences has been achieved.

#### 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. Deputies

a. Officers, except the President and Vice President, shall appoint Deputies. Deputies may resign or be dismissed by the Officer.

b. The Deputy will be expected to attend Op Group incase of an Officer's absence.

c. The Deputy will become the acting officer until a new officer is elected or take office with the



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.



- b. The name and signature of the committee's staff sponsor.
  - c. Time and place of first meeting.
  - d. The Chair(s) of the Event Committee.
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 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 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 Principal Op Group Officers, except the Vice President, for actions and misconduct that jeopardizes the interest and integrity of the Op Group.

b. At such times where the President shall dismiss a Principal Op Group Officer from office, they shall notify the Op Group under New Business.

c. The Representatives of the Op Group shall have the power override the dismissal. A majority is needed to reverse the dismissal; if no motion to override the dismissal is made by the next meeting of the Op Group, then the Officer shall be officially removed.

## 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.

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.



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.