

## **Bylaw Review Committee Proposed Bylaw**

Whereas the Bylaw Review Committee has concluded its review of the Op Group Bylaws

Whereas the Bylaw Review Committee is ready to recommend a revised and updated version of the Op Group Bylaws.

Whereas due to popular demand, the proposed changes have been organized in colorized sections.

Whereas each Advisory shall vote on each of the individual sections.

Therefore let it be resolved that the Op Group Bylaws be updated to the revised version below and that the Advisory Groups.

**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 Representative Elections a. Advisory Groups shall elect two (2) Representatives 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. A Certificate of Election will be sent to the Secretary of the Op Group, signed by the Advisor, to certify the results of the election of both the Representative races and Alternate Representative races.

d. If an election shall result in a tie, the Advisory Group shall continue to revote until a Representative or Alternate is elected.

2. Representative 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.

3. Officer Elections All Op Group Officer elections, other than the Commissioner of Elections shall be conducted by the Office of the Commissioner of Elections and shall be held in Advisory Group meetings through electronic voting, conducted on Google Forms. Election policy shall be written by the Op Group and shall be enforced.

a. Regular elections of the Officers of Op Group shall occur during the second to last Advisory Group of the school year. Any vacancy that shall occur other than regular elections shall be filled by a special election. No individual shall hold more than one (1) office, nor shall any individual simultaneously serve as a Representative and an Op Group Officer.

b. During regular elections the terms of the Officers shall start when the Operational Group first convenes during the first meeting in the fall of the next school year and they shall serve until the conclusion of that school year, unless any permanent inability occurs. During special elections, the terms of the Officer shall start at the beginning the next Op Group meeting.

c. During regular elections, there will be an allowed two week period of campaigning that shall lead up to election day, the second to last Advisory Group meeting, of the year. During special elections, there shall be a week designated for campaigning, and the election shall be conducted on the second Advisory Group meeting after a formation of a vacancy.

d. Persons pursuing an Op Group Officer position shall inform the Commissioner of Elections and shall fill out the candidacy form so that their name will appear on the ballot. Individuals shall only be allowed to run for **one** office. The deadline to file for candidacy shall be during the Advisory Group prior to an election. Individuals who cannot return the following year, shall be prohibited from running for office

e. The Office of the Commissioner of Elections shall determine the winners of the election. The winners of the elections shall be proclaimed by the Office of the Commissioner of Elections during the next Op Group meeting after an election.

f. Winners are determined by who receives the plurality of the vote; in the event that no candidate receives a plurality of the vote, a runoff election shall be held in the next Advisory Group meeting between the two candidates who received the most votes in the first round.

g. All electoral results shall be entered into the Op Group notes, to notify the Advisory Groups of the results. A Certificate of Election shall be sent to the Secretary of Op Group, verified by the Commissioner of Elections, proclaiming the winners of the elections.

4. Officer Vacancies a. Vacancies may occur due to an individual's resignation, removal, inability, or unwillingness to hold the position. All Principal Op Group Officers, except the Vice President and Commissioner of Election, shall serve at the pleasure of the President.

b. If a Principal Op Group Officer resigns, is removed, graduates, or should any other permanent inability occur, their appointed Deputy shall act as the Officer until a special election is held. Once an individual is elected to fill the vacancy, the Deputy shall return to their position, unless they are the person assuming the office. If an Op Group Officer is temporarily unable to serve, their Deputy shall act as the Officer until the Officer is again able to serve.

c. Should a vacancy form in an Op Group Officer position, other than the Commissioner of Elections, a special election shall be held on the second Advisory Group meeting after the formation of a vacancy. The week prior to that special election shall be dedicated for declaration of candidacy and campaigning.

d. At such times where the President shall dismiss a Principal Op Group Officer, they shall notify the Op Group under New Business. Once notified, the Representatives of the Op Group may 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.

E. Officers The Principal Officers of the Op Group, other than the Commissioner of Elections, shall be elected by the entire Steller Student Body. The President shall have a Cabinet, which shall be comprised of all the other Principal Officers of Op Group.

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 a Representative, upon their election.

e. Shall only vote when the Op Group be equally divided.

f. Shall be responsible for proposing a yearly school budget, to the Representatives of the Op Group.

g. In the event that there is a vacancy, both temporary or permanent, in the Office of the Vice President, the President or Acting President shall have the power to appoint an Acting Vice President among the other Principal Officers of the Op Group.

## 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.
- c. An Acting Vice President, among the Principal Officers of the Op Group, shall be appointed either by the President or Acting President, when necessary.

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 shall be the official keeper of the minutes of the Steller Op Group, they shall be responsible for keeping record of all minutes of the Op Group. They shall also be responsible for keeping record of all votes held on proposals in the Op Group.

d. The Secretary is responsible for all official written communications from the Op Group to those outside of the Op Group and shall be responsible for keeping record of all official communication.

e. Shall be responsible for the verification and certification of Representative and Alternate Representative elections in tandem with the Sergeant at Arms and shall be responsible for the verification and certification of Op Group Officer elections in tandem with the Commissioner of Elections.

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.

c. Shall responsible for aiding the President, in the authoring and proposing of the yearly budget to the Representatives 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.

d. Shall be responsible for the verification and certification of Representative and Alternate Representative elections in tandem with the Secretary.

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. Commissioner of Elections a. The Commissioner shall be responsible for conducting any and all Op Group Officer election, other than this position.

b. Shall be responsible for the verification and certification of Op Group Officer races in tandem with the Secretary of Op Group.

c. The Commissioner shall regularly be elected by the Representatives of Op Group every year when the Op Group first convenes, and shall be prohibited from running for any other office while they serve in this office.

d. If there is a vacancy in this officer an election shall be held in the next Op Group meeting.

e. The Commissioner shall be independent of the Cabinet of the Op Group.

#### 8. Deputies

a. All 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 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, and Treasurer.

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. Officers who are 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. OP GROUP FUNDS** 1. Funds a. All funds relating to the Steller Student Body shall be under the management of the Op Group.

b. Op Group shall have the power to establish its funds policy. 2. The Op Group Budget a. The President of the Op Group shall be responsible for proposing a yearly budget to the Op Group, in which can include designated amount of funds for classes, clubs, and committees.

b. Any group that shall have a designated amount of funds, may use them without the approval of Op Group, but shall still require the proper documentation and signatures of the President and Treasurer of Op Group. The Treasurer shall be responsible for informing the Op Group of the expenses of these groups.

c. Under the approved budget, any group who requires more funds than their designated budget, shall require the approval of either the Op Group or the entire Steller Student Body to receive more funding.

d. The budget shall be proposed, by the President, on the second meeting of the Op Group in the fall. The proposed budget shall require the advice and consent of the Representatives of Op Group.

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

- a. Any and all monetary requests shall be handled by the Treasurer of Op Group.
- b. Monetary requests exceeding \$100 but not surpassing \$500 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.
- c. Monetary requests exceeding \$500 shall be sent to Advisory Group and shall require a student-by-student vote.
- d. 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. STELLER CLUBS** Any member of the Steller Community may propose a club. Any and all proposed clubs must receive the approval of the Principal and the majority approval of the Op Group. 1. Clubs shall require either a staff sponsor or a responsible adult. a. The staff sponsor or responsible adult shall be responsible for providing a location, means of transportation, and general supervision.

2. Clubs shall expire in the end of the school year that it was proposed, unless the proposal explicitly states that a club shall be present every school year. TOB and TPC shall not be affected by this rule.

3. Proposals to form a club shall require these in their proposals: a. Name of the Club  
b. Time and Place of meeting c. Signature of staff sponsor or responsible adult

4. Any funds needed to conduct Club activities shall be proposed to Op Group as a separate funding request.

**I. 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 staff sponsor is to provide a location for committee meetings only. Event Committees shall dissolve at the completion of their event.

3. All Event Committees must contain the following in their proposals: a. What event the committee is taking responsibility for hosting. 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.

**J. STANDING COMMITTEES** Standing Committees may be proposed by any Representative of Op Group and only needs a majority approval to be established. Proposals will state what they have jurisdiction over and shall have a committee charter. Standing Committees will be run by Op Group as a guiding and maintaining figure of the student government led by its own members. Standing Committees are to be maintained every year.

1. Membership a. Any and all Standing Committees of the Op Group will maintain nine (9) seats, held only by Representatives of Op Group. No Officer shall be a member of any Standing Committees.

b. Only Representatives of Op Group may be members of Standing Committees. The of election of committee members shall occur on the second Op Group meeting in the fall.

c. Committee members shall be determined by the top nine (9) Representatives who receive the most votes in Op Group.

d. Staff Representatives and the Principal may be members of such committees without running for a seat, but may only be voting members if elected to the committee.

d. Only Representatives may vote for committee members and may vote for themselves.

e. Members may be removed by majority approval of the Op Group or if they achieve three (3) unexcused absences from the committee meetings, they shall be automatically removed.

f. No Representative shall be able to hold more than two (2) seats on Standing Committees and no Representative shall serve as the Chair of more than one (1) Standing Committee.

2. Committee Leadership a. Members of the committee shall elect the Chair, Vice Chair, and Secretary, no committee leadership positions shall be held by Op Group Officers.

b. The Chair shall preside over the meeting through Robert's rules and the Committee Charter.

c. The Vice Chair, in the event of an absent Chair shall preside over the meeting.

d. The Secretary shall preside in the event of the absence of both Chair and Vice Chair and shall be responsible for maintaining the minutes of the committee.

3. Meetings a. All meetings shall be conducted using Robert's Rules and the Committee Charter.

b. Meeting times and dates shall be set by the committee.

c. A quorum of five (5) members is needed for the actions of the committee to be considered official.

d. Committees may subpoena individuals or evidence for committee business.



e. Meetings will be open to any member of the Steller Community, unless a majority of the committee agrees to enter closed session.

f. Anyone present at the meeting may be given the floor but only members of the committee may vote.

4. Current Standing Committees a. Judiciary Committee I. The Judiciary Committee will have jurisdiction over matters concerning Op Group Representatives, Op Group Officers, Bylaw amendments and Op Group proceedings/policy.

II. The Judiciary Committee will see to it that the Op Group Bylaws are being enforced by the Attorney General and all actions of the Op Group are within their boundaries.

III. The Judiciary Committee will be responsible for reviewing proposed Bylaw amendments and recommending Bylaw amendments to the Op Group.

IV. The Judiciary Committee will be responsible for reviewing and recommending Op Group policy.

b. Finance Committee I. The Finance Committee shall have jurisdiction over any and all student body related funds.

II. The Finance Committee shall be responsible for the finance policy of the Op Group and shall recommend policy to the Op Group.

III. The Finance Committee shall be responsible for proposing a budget to the Op Group, if a budget proposed by the President, is not agreed upon within three (3) weeks when the Op Group convenes for the second time.

IV. The Finance Committee shall see to it that Op Group expenses and revenue are recorded and that the Treasurer is fulfilling their responsibilities.

c. Activities Committee I. The Activities Committee shall have jurisdiction over Steller Activity Day, Activity Night, and Steller Olympics.

II. The activities planned by this committee shall require the approval of the Op Group and the Calendar.

III. All funds needed to conduct such activities shall be made a into a separate proposal.

**K. 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 proposes

impeachment through Articles of Impeachment under New Business. 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 2/3 majority of Representatives present needed to convict the Officer or Representative. Conviction of the Officer or Representative, in question shall result in removal and prohibition from serving in any student governmental 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 proposes removal in Op Group under New Business, which shall be known as Articles of Expulsion. Articles of Expulsion shall require a simple majority to approve which shall cause the body to go to trial in closed session, be debated and voted on, a 2/3 majority of present Representatives, 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 and the Commissioner of Elections, 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.

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 student governmental positions for an entire year.

**L. 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. Proposed amendments shall be sent back to Advisory Groups to vote, unless a majority of present Op Group Representatives deem it necessary to be voted on in the body.
3. Any amendment that shall receive either a 2/3 majority approval from present Representatives or a majority approval from Advisory Groups shall be considered official.
4. After every three (3) years, the Op Group shall comprehensively review its bylaws and propose an updated version to the Student Body and to the Op Group.