



OPERATIONAL GROUP BYLAWS

I.	Purpose of Operational Group.....	1
II.	Electing Operational Group Board and Student Advisory Board Positions.....	2
III.	Operational Board Responsibilities.....	3
IV.	Operational Board Mentee Responsibilities.....	4
V.	ASD Student Advisory Board Representative Responsibilities.....	4
VI.	Advisory Representative Responsibilities.....	4
VII.	Code of Ethics.....	4
VIII.	Bylaw Amendments.....	5

I. Purpose of Operational Group

a. Mission Statement

- i. Polaris K-12 School is an evolving program that creates an environment which challenges its members to personal excellence, lifelong learning, and ethical responsibility to self, community, and the world.

b. Function

- i. The Operational Group will be established as a committee of the Advisory Board. The Operational Group will facilitate communications between the student body and other community members, and will deal with items of student-based decision-making including student-organized events and school policies. Decisions of the Operational Group may be appealed to the Advisory Board. The Operational Group will organize standing and special sub-committees as necessary.

c. Membership

- i. All students are automatically members of the Operational Group.
- ii. Each Advisory shall select a representative to carry their vote at Operational Group and Advisory Board meetings, and to represent their respective interests.

d. Voting

Voting for resolutions, proposals, new policy, amendments, etc. is open only to the one designated student representative from each Advisory group. Operational Group officers are not necessarily entitled to be their Advisory Group's representative. Should a tie arise in the

voting process, abstentions will be counted as negative votes. If there is still a tie vote, the vote will be retaken at the next meeting of the Operational Group. If the tie still persists, then the proposal will fail.

e. Meetings

- i. The Operational Board shall set meeting times and dates. All meetings will be open to the general Polaris K-12 School community, and all discussions at these meetings will include everyone present. The privilege of the floor does not constitute the right to vote. A majority of Advisories constitutes a quorum.

II. Electing Operational Board and Student Advisory Board Positions

- a. Operational Board consists of ten elected positions voted on by the student body to lead and facilitate Operational Group.

- b. Operational Board Election Process

- i. The Operational Group Board will consist of four upperclassmen positions (grades 11-12), four underclassmen positions (grades 9-10), and two mentees positions (grades 6-8). Once a student has served a year as an elected mentee, they are eligible to run for an Underclassmen Operational Board position, regardless of their grade. Elections for Upperclassmen Operational Board positions will be held in the spring and elections for Underclassmen Operational Board positions and mentees will be held in the fall. Prior to this date, candidates will announce their candidacies by letting the Operational Group Advisor know of their intentions and by campaigning. The student body will congregate to hear the speeches of the candidates, after which they will return to their Advisories to vote. All students in grades 6-12 can vote. Each Advisor will tally the results of their respective Advisory and report them to the Operational Group Advisor. The election will be based on the popular vote, not Advisory majorities. A candidate must receive a number of votes equal to one third of the voting population in order to be eligible for any position.

- c. ASD Student Advisory Board Representatives

- i. The purpose of the ASD Student Advisory Board is to act as an advisory committee to the Anchorage School District Board. Its primary goals will be to better the educational system and to voice the needs of students. The Student Advisory Board holds monthly meetings during the regular school year. Polaris has two middle school representatives and two high school representatives. Students interested in running for Middle School or High School Student Advisory Board Representative, must announce their candidacy in the spring. Elections will be held at the same time as elections for Upperclassmen Operational Board

Members. If positions are vacant, they may be filled at the discretion of the Principal or Operational Group Advisor.

III. Operational Board Responsibilities

- a. Operational Group Meetings
 - i. Attend weekly Operational Group meetings
 - ii. Rotate as Operational Group Meeting Facilitator
 1. Compile and write weekly meeting agenda
 2. Communicate in advance with individuals and groups on the agenda
 3. Obtain administrative approval on the agenda and provide copies
 4. Call to order, lead, and adjourn meeting
 5. Assure there is a board member to record minutes
 6. Review meeting minutes with recorder for accuracy
 7. Distribute weekly minutes to staff and students
- b. Communications
 - i. Operate as a communications liaison in the Polaris Community
 - ii. Coordinate general announcements to the student body on behalf of Operational Group
 - iii. Use the communication tools available in the school to inform and garner enthusiasm from the community. Board members will be granted special permission to use these tools at the discretion of the administration and/or advisor.
- c. Leadership & Community Involvement
 - i. In conjunction with all the Operational Group officers, Mentees, and advisory representatives, compile goals for the year. Goals can be modified and acted upon throughout the year.
 - ii. Prepare a mid-year and end-of-year report to the student body
 - iii. Assure Operational Group Board representation at all Polaris Community events
 - iv. Participate in leadership development activities and/or courses
 - v. Act as a liaison for dance committees/groups
- d. Finances & Record Keeping
 - i. Keep track of Operational Group finances
 - ii. Coordinate requests for funding from Operational Group
 - iii. Maintain record of all bylaws and policies
- e. Advisory Board Meetings
 - i. Attend all Advisory Board meetings

- f. Academic Eligibility
 - i. All Operational Board members must maintain academic eligibility per the Anchorage School District handbook.

IV. Operational Board Mentee Responsibilities

- a. Attend all Operational Group meetings.
- b. Communicate regularly with the board members to learn what the job entails and assist with those duties.
- c. Act as Operational Group Meeting Facilitator or Meeting Recorder during at least one Operational Group meeting each semester.
- d. Assist the Operational Board in their assorted duties.

V. ASD Student Advisory Board Representative Responsibilities

- a. Attend all Student Advisory Board, Operational Group, and Advisory Board meetings
- b. Report to Operational Group and Advisory Board as needed.
- c. Gather the concerns and opinions of the students.
- d. Fulfill all Student Advisory Board requirements.

VI. Advisory Representative Responsibilities

- a. Serve as the designated representative for their respective Advisory.
- b. Attend all Operational Group Meetings and participate in discussions and voting on behalf of their advisory.
- c. Share the meeting minutes from Operational Group meetings.
- d. Facilitate discussion in advisories on topics discussed in Operational Group.

VII. Code of Ethics

- a. The following code of ethics shall apply to all elected or designated members of Operational Group:
 - i. Officers of Operational Group are elected by their fellow students and therefore have an obligation to the student body. The entire student body is entitled to have confidence in the integrity of their student government.

VIII. Bylaw Amendments

- a. The Operational Group bylaws may be amended provided that written notice of the proposed

amendment is given to all members or their representatives, who must give notice to their respective constituents. Amendments to the bylaws should not be voted upon until all constituent groups have reviewed the proposed amendments. Bylaws may be amended only by a simple majority of the members.