

Eagle River Optional Program Membership Bylaws

Purpose

The Eagle River Optional Program Membership works cooperatively to:

- Define the philosophy and educational goals of (In: Eagle River Optional Program within the context of ASD Open Optional Programs);
- Implement the Optional philosophy AND educational goals in the classroom;
- Support teachers and children in a 'right to learn environment';
- Provide a liaison between ASD and the parent/guardian membership;
- Foster a sense of community among families, staff and students;
- Promote a greater understanding of the Eagle River Optional Program within the local community; and
- To promote the shared responsibility among family, staff and students for guardianship of the Optional Program philosophy through self governing and program evaluation.

Membership

The Eagle River Optional Program membership will consist of:

- All parents or guardians of children enrolled in the Eagle River Optional Program;
- Optional Faculty and Principal; and
- The Eagle River PTA President (or designee).

General Membership Meetings

A minimum of two (2) meetings of the General Membership will be held each year:

- Fall meeting to introduce Steering Committee members and new families and faculty;
- Spring meeting to elect new officers, review Bylaws and approve budget;
- A quorum will be required for all General Membership meetings. The quorum will consist of five members to include one co-chair, an officer and three members.

Steering Committee Meetings

- Meetings of the Steering Committee will be held at the discretion of the chairs;
- Meetings of standing and ad hoc committees will be called by committee coordinators as needed;
- Emergency meetings may be called by the co-chairs with a 24 hour notice;
- A quorum will be required for all Steering Committee meetings. The quorum will consist of five members to include one co-chair, an officer and three members;
- Each member is entitled to one vote. A simple majority shall decide the issue, unless otherwise stated in these Bylaws. No voting will take place without a quorum;
- Only 2 co-chairpersons shall serve consecutively.

Steering Committee

The Steering Committee will consist of all officers and the Standing Committee Heads; (Volunteer Coordinator, Fundraising Coordinator, and Garden Coordinators).

- This group will represent the Optional Program General Membership to the Administration, School Board, Eagle River PTA and community;
- Officers and coordinators assume their official duties at the beginning of the new school year;

- All officers, with the exception of the co-chairpersons, will be elected to one year terms;
- Co-chairpersons will be elected to two year terms on staggered years;
- Officers may not hold office for two consecutive terms;
- Any vacancy occurring during the term may be filled by a majority vote of the Steering Committee until the next Annual Spring' Meeting;
- Officers may serve additional terms if there is a vacancy;
- Each Officer is entitled to one vote during executive board meetings;
- Each officer and each committee chairperson is entitled to one vote during regular Steering Committee meetings;
- Issues requiring approval of the general membership shall require a two thirds (2/3) majority of the general membership to pass;
- All issues to be voted on must be placed on the agenda by the secretary prior to any meeting.

Officers

Co-chairperson (2)

- Organizes and chairs general membership and steering committee meetings;
- Prepares annual calendar;
- Keeps lines of communication open between parents and staff, Eagle River PTA, Administration and School Board;

Keep members apprised of any changes to the program and of yearly events. Contents of communications to be determined by co- chairs, and distributed using a method that reaches the largest number of our members;

- Bring positive energy and focus to the program, with the intent of involving the whole membership.
Support Committee Heads through planning, organizing and hosting their events.

Secretary

- Compiles accurate minutes of all program meetings;
- Distributes copies of the minutes within five (5) days of meeting;
- Maintains roster of Steering Committee members;
- Collects agenda items for upcoming meetings.

Treasurer

- Collects and disburses all funds for the program;
- Maintains checking account;
- Maintains current ledger of all monetary transactions in concurrence with forward funding platform;
- Makes a treasurer's report via meetings or newsletters at each scheduled meeting;
- Prepares year end financial report;
- Works with Fundraising Coordinator to identify funding goals.

Standing Committees

Fundraising Coordinator:

- Identifies and coordinates fundraising activities that support our students, bring our community together, and allow for the participation of those with varying budgets;
- Works with treasurer to set fundraising goals.

Garden Coordinator:

- Plans and organizes annual garden with input from administration;
- Works with Volunteer Coordinator to recruit parents.

Volunteer Coordinator:

- Works with committee heads to recruit parent volunteers for events
- Maintains family volunteer hour counts so:
 - Steering Committee may estimate the number of hours needed for each event;
 - Steering Committee may estimate the number of total hours needed to run the Optional Program;
 - Steering Committee has the option of contacting parents that have not fulfilled the 40 hour per year commitment (or bought out their time);
- Maintains contact with membership about volunteer opportunities.

Eagle River PTA Liaison

- Attends and reports on Optional Program and attends PTA Executive Board meetings.

Ad Hoc Committees

Ad Hoc committees (i.e. Craft Day, Learning Labs, and one time events) will be formed and committee members recruited as the need arises. Coordinators will meet with their members and report back to the Steering Committee.

Coordinators for these events will be responsible for the following:

- Proposing a timeline for the organization of the event (event dates are determined by teachers, and principal);
- Identifying appropriate activities for all grade levels with the assistance/approval of teachers;
- Forming a committee of parent volunteers to cooperatively organize event;
- Notifying the Volunteer Coordinator of requirements such as date, time, location, and activity in order to request volunteer assistance;
- Clearly communicating with members of the event committee what will need to be prepared prior to the event;
- Clearly communicating with the event committee members and parent volunteers the needs for the event;
- Acting, or appointing someone on their committee to act, as point person on the day/s of the event;
- Responding to inquiries by parents or Steering Committee;
- Reporting to Steering Committee on the progress of the event.

Elections

Election of officers and standing committee coordinators will take place at the Annual Spring Meeting. Nominees must be present, or signify their willingness to serve by a letter to the Steering Committee received prior to time of elections.

A member of the Steering Committee (decided upon or appointed) will be responsible for sending out information to all parents by paper and electronic means approximately 1 week prior to the Spring meeting. Information about upcoming elections and how to be considered for Steering Committee or Committee Head positions will be included. Nominations may be made from the floor by the general membership. A hand vote will be taken for offices being sought by one person. A secret ballot will be utilized for offices being sought by more than one person.

Program Evaluation

Program evaluation includes assessments by administration, staff and parents through the use of informal questionnaires and periodic appraisal as determined by the Steering Committee.

Financial Administration

Annual Budget and Disbursements

The Eagle River Optional Program will operate on a forward funding basis, i.e. the proposed budget for the upcoming fiscal year will be limited to the amount of funds received during the current fiscal year.

Budget reports will be available to those present at any Steering Committee Meeting unless the treasurer is not present to provide the report.

A budget report and proposed budget for the upcoming year will be distributed to the membership one week prior to the membership meeting. Any questions about the budget or report may be addressed at or before that time. The proposed budget will be voted upon during the following Steering Committee meeting.

Budget Allocations

Teachers will receive a lump sum to be determined and approved on by the Steering Committee based upon available funds. These funds will be placed into an account for use at their discretion throughout the year. They have free access to their funds but must produce receipts either paper or electronic to account for spending. If additional funds are needed for a special project, they may be requested and approved in a Steering Committee meeting when the treasurer is present to assure that the requested funds are available. Money remaining in accounts at the end of the school year will become part of the general fund and dispersed the following year.

Specifically budgeted funds do not need to be voted upon (i. e. the garden committee's budget expenditures do not need to be voted upon individually. Once their budget is approved, as long as they account for the spending with receipts, they can use the funds as they need.)

Field Trip Account

At the start of the school year, field trip payments will be estimated and collected from families and placed in a separate account. Field trips will be paid throughout the year using this account. The estimation should include payment for each child as well as chaperone and teacher tickets. Any remaining funds in this account at the end of the year will be moved to the 5/6 overnight field trip account. No refunds will be given from this account for sick or vacationing children.

Annual Audit

The fiscal year of the Eagle River Optional Program will be examined annually. The Steering Committee, teachers, and principal will receive copies of the audit for approval.

Amendment of Bylaws

These Bylaws may be repealed or amended by a two thirds (2/3) majority vote at a General Membership meeting. Notice of time and location of meeting, along with the proposed changes, will be distributed to all members one week prior to the scheduled meeting.

Anchorage School District Guidelines

The Eagle River Optional Program will operate according to guidelines as directed by the Anchorage School District, in particular, those guidelines that pertain to Open Optional Programs. These guidelines are available in the Elementary School Handbook: District Guidelines, Rights and Responsibilities

Lottery procedures are delineated in School Board Policy Section 332.3, Alternative Program Procedures.

Media contact guidelines are delineated in School Board Policy Section 823.1, News Media. The Eagle River Optional Program Membership directs all media inquiries to the Principal.

Teacher selection is accomplished according to ASD's policies and Elementary Education procedures. A faculty member, as well as a representative from the parent/guardian membership, will participate in the interview and selection process in an advisory capacity. The parent/guardian representative will be designated by the co-chair.

Teacher and principal qualifications are outlined in the Alternative Program Proposal (Optional Program, 167 April 1984) which is on file with the Anchorage School District.

**** Special note to members - I was not able to find any updated qualifications to refer to in the bylaws. This number will be replaced by the policy number if necessary, and use the updated date in the final document.*