

SOTA I Steering Committee Bylaws

Approved April, 2006

Article I. Name of Organization

The name of the organization shall be termed the SOTA Steering Committee (SSC). It is an independent organization with no affiliation with any state or national organization.

Article II. SOTA Steering Committee Description

A. The SSC is an unincorporated and non-profit organization that serves the SOTA I community. It will include a minimum of ten parents/guardians and two staff members. The terms of the officers on the SSC shall be for two years. The Principal of SOTA I will be an ex-officio member.

B. The SSC represents the entire SOTA I community. Every parent/guardian and teacher may influence the SSC by:

1. Attending meetings.
2. Voicing concerns/opinions/suggestions to committee members via e-mail, post or personal communication.
3. Voting for Committee members in the May election.
4. Participating in a sub-committee.

C. The SSC will discuss proposed changes to the bylaws and/or constructs; present to staff/administration for approval. With approval a proposal will be sent to parents/legal guardians of SOTA I students by e-mail or take home ballots.

D. The SSC will conduct meetings according to an agreed upon method to be established at the first meeting.

E. The SSC approves all expenditures by vote and determines what banking institution will be used and amount the treasurer may approve independently during the first meeting.

F. The SSC will develop and propose a SOTA I expansion plan.

G. SSC Objectives

1. Support parental involvement.
2. Support the site plan (vision) and maintain the constructs of SOTA I.

3. Provide a format for investigating challenges and celebrating achievements.
4. Support SOTA staff and volunteers.

Article III. Officers and their Duties

The SOTA Steering Committee membership will include a minimum of ten parents/guardians and two staff members. The terms of the officers on the SSC shall be for two years. At the end of each officer's term, all business and/or records relating to the officer's duties should be closed and made known to the incoming officers. The Principal of SOTA I will be an ex-officio member.

A. President (s)

1. Preside over all meetings of the SSC.
2. Call meetings of the SSC as required; determine the meeting agenda in consultation with members and the Principal.
3. Plan the meeting calendar.
4. Submit minutes to Principal in a timely manner.

B. Vice President (s)

1. Perform the same duties as the President in his/her absence, represent the President when delegated to do so and perform duties as assigned by the President.
2. Assure the actions of the SSC are conducted in accordance with the bylaws.
3. Prepare documents to be sent home for election or an all school vote and a ballot/voting box.
4. Collect ballots/voting documents from classroom teachers and ballot/voting box after deadline.
5. Tabulate and certify election results to the SSC.
6. Perform other duties that may be assigned.

C. Secretary(s)

1. Record the minutes of all meetings and submit to President in a timely manner.
2. Perform other duties that may be assigned.

D. Treasurer(s)

1. Receive all money of the organization and keep accurate records of receipts and expenditures.
2. Pay out funds in accordance with the approval of the SSC.
3. Present financial report at all meetings of the organization and prepare an annual report for approval by the SSC.
4. Perform other duties that may be assigned.

E. District-Wide Parent Representative(s)

1. Represent the organization and school on the District-Wide Parent Committee at their meeting.
2. Provide a report and solicit input at SSC meetings.
3. Contact alternate when unable to attend district meetings.
4. Perform other duties that may be assigned.

F. Community Building Rep(s)

1. Develop community building events.
2. Organize parents to provide assistance with community building as needed. (Might include refreshments or Parent Mentor Program as an example).
3. Expenditures:
 - a.) Submit budget proposal to the SSC prior to the event for approval.
 - b.) Submit all last minute unexpected expenditures to the President for approval.
 - c.) Submit receipts to treasurer.
4. Perform other duties that may be assigned.

G. Fundraising Officer(s)

1. Coordinate all fundraising activities.
2. Submit a proposal for fundraising activities to be approved by the SSC.
3. Perform other duties that may be assigned.

H. Volunteer Coordinator(s)

1. Solicit input from staff on their volunteer needs.
2. Solicit parent volunteers and create a talent bank.
3. Schedule parent volunteers.
4. Perform other duties that may be assigned.

I. Teacher Representatives (2)

1. Serve as a liaison between the SSC and the teachers.
2. Obtain input from teachers on issues as directed by the SSC.
3. Provide information about the school to the SSC and the parents/guardians.
4. Coordinate parent education programs such as SOTA's Community School.

J. Technology Officer(s)

1. Maintain SOTA I's web site.
2. Act as liaison between SOTA I and SOTA II regarding websites.
3. Act as a resource on technology issues.
4. Perform other duties that may be assigned.

K. Yearbook Officer(s)

1. Compile pictures throughout year of children in class and school functions, collected from teachers and parents.
2. Determine company to assemble yearbook in consultation with Principal.
3. Handle order forms and distribution of yearbook.
4. Perform other duties that may be assigned.

Article IV: Meetings

- A. The SSC shall hold regularly scheduled meetings as determined by the President. These are usually held once a month.
- B. Special meetings may be called by the President.
- C. A quorum of the SSC shall consist of a majority of the total SSC officers in that given year.
- D. Items may be presented to the President and/or Principal to be placed on the agenda prior to the meeting or they may present items during the open forum at the end of the SSC monthly meeting.

Article V. Electing Officers

- A. Any parent/guardian that has a child attending SOTA I is eligible to self-nominate or be nominated /elected to an office on the SSC.
- B. Procedure:
 1. Call for nominations will be sent home to parents/guardian prior to elections to fill that year's open slate.
 2. If each position comes back with one nomination, then the slate is full and a vote will not be needed.
 3. If a position is empty on the slate of officers, then any position with two nominees will be asked if they would consider the open position or another call for nominations will take place.
 4. If a position remains empty, the SSC will search for an appointment officer or keep the position open.
 5. If any position comes back with two nominees, they will be asked to share the position.
 6. If they will share the position, then the slate is complete and no vote will be needed. If not, then a vote will take place
 7. If any position comes back with three nominees, they will be asked if one person would fill an open position (if available) and two nominees will share the position.
 8. If they will not share the position or move to an open slot, a vote will take place. The number to fill the position will be determined prior to election.
 9. If any position comes back with greater than three nominees, they will be asked if they would move to an open position (if available).
 10. Then an election will take place. The number to fill the position will be determined prior to election.

11. If any position is vacant after the election, due to no nominees or a change in status, the SSC may appoint an officer at their discretion.

C. The nominee that receives the most votes will be elected to office. (Ballots must be received by the deadline)

D. New members will be installed at the May Meeting.

E. Terms will be for two years with half the members up for election each year.

Article VI: Voting

A. General All School Vote/Election of Officers Procedure and Eligibility

1. Each family will be allowed two (2) votes.
2. Ballots will be turned into classroom teachers or placed directly in ballot box in office.
3. All ballots must be signed to assure only one vote per person.
4. All ballots/voting documents will be counted by the Vice President after the voting deadline.
5. Items sent out for an all school vote will require a 2/3rds majority of returned ballots.

B. SSC Voting Procedure

1. SSC voting policy will be agreed upon through consensus at the first meeting of the school year.
2. Only elected officials will be allowed to vote during SSC meetings.