

**BYLAWS OF NORTHSTAR COMMUNITY JUNIOR HIGH SCHOOL
ADVISORY COMMITTEE**

**LAKE WASHINGTON SCHOOL DISTRICT
KIRKLAND, WASHINGTON**

I. Identification

a. Name

The name of the organization is the Northstar Community Junior High School Advisory Committee, hereafter referred to as the NAC.

b. Principal Location

The principal location of the school is 12033 NE 80th Street, Kirkland, WA 98033.

II. What is the NAC

- a. The NAC is made up of students, parents and staff representatives.
- b. The NAC is the only school-wide parent/student/teacher organization.
- c. The NAC and the Lake Washington School District Administration are the only organizations authorized to represent the entire school community.

III. Objectives of the NAC

a. Provide Support for the School

It provides a mechanism for students and parents to assist the staff in setting direction for the school. The NAC provides additions and enrichments to educational programs, and the financial support to accomplish these objectives.

b. Provide an Open Forum for the School Community

The NAC provides a forum for decisions facing Northstar. Community members can bring ideas and issues before the NAC for consideration, provide input on pending decisions, and supply feedback on decisions already implemented. Members are welcome to express their viewpoints. This forum also provides additional opportunities for students to participate in decision-making for the school community.

Through its open forum the NAC can seek clarification and provide input in matters regarding curriculum, instruction and student guidelines. Matters not within the domain of the NAC include behaviors or academics related to individual students, and personnel matters. These issues may be addressed with the staff members or the principal.

c. Ensure Continued Consistency Between Philosophy and Curriculum

The philosophy of Northstar supports and nurtures a cooperative, creative, and challenging learning environment. This philosophy must be continually affirmed in order to guarantee its perpetuation. The NAC works with all of the staff to update the written description of the school philosophy.

Curriculum in the Lake Washington School District is developed around the Curriculum Frameworks by the collaborative efforts of the principal and teachers.

The NAC will serve as an advisory body to staff to help ensure that special events and activities, as well as their related expenses, support our philosophy and benefit the curriculum.

IV. Membership

a. NAC Membership

NAC membership consists of the Northstar parents, guardians, teachers, students, staff, principal, and other interested members of the Northstar school community.

Parents contribute their time, talents, skills, and dollars toward making both the NAC and the school vital, healthy communities. Parents are required to contribute service hours to the school equivalent to the time required of Northstar students in their community service expectation. The parental service hour requirement is applied equally across all Northstar families regardless of how many children each family may have enrolled at the school. As a result, families with more than one child enrolled in Northstar are expected to contribute service hours to the school equal to the community service expectation of one only student.

Parent service hours may be satisfied through:

- i. attendance and participation in NAC meetings, and
- ii. participation in various committees and/or school activities.

Parent service hours may be forgiven under extraordinary circumstances. Hours may be forgiven in whole or in part, as appropriate, by the NAC Chair and the Head Teacher.

b. Officers

i. Elected Positions

The NAC Chair, Treasurer, and Secretary/Recorder must be elected to their positions according to the procedures set forth in these bylaws.

All elected officers must be at least 18 years old.

ii. Nominations and Elections

All NAC Officers must be elected to their positions by majority vote at an NAC meeting.

The NAC Chair solicits nominations for NAC officers. The Chair may solicit nominations from anyone who is a member of the NAC (section IV.a). Additionally, any Northstar parent may volunteer to be considered to fill an officer position.

Anyone who is a member of NAC (section IV.a) may volunteer up to a year in advance for an officer position in order to train under the current officer to hold the position in the following year. However, their election to that officer position must still be confirmed by majority vote.

Ideally, elections to fill NAC officer positions should be held no later than the June NAC meeting. However, one or more vacancies may exist into the new school year as necessary.

iii. Term of Office

The term of office for each NAC officer elected by the June NAC meeting shall begin the first day following the end of that school year, and end the last day of the next school year.

NAC officers elected after the start of the next school year begin their term of office at the time of election, and conclude their term of office on the last day of the same school year.

iv. Vacancies

All mid-term vacancies in officer positions shall be filled by majority vote of the membership at a general NAC meeting.

v. The Chair

The Chair is responsible for conducting NAC and other general meetings. 1 week prior to a NAC meeting, the Chair meets with the Head Teacher to produce an agenda for the meeting (see also Section IV(c)(ii)(2)). The Chair can call Ad-Hoc meetings as necessary to complete NAC business.

The Chair functions as a contact person for committee and school business; represents NAC to the school community, and oversees the maintenance of the permanent records of the NAC. The Chair is an Authorized Signatory to the NAC fund.

The Chair is responsible for assuring that NAC Officer and Committee lead positions are filled by soliciting volunteers from the NAC community. In case of vacancy, the Chair can appoint temporary officers to serve until the next general NAC meeting.

The Chair is responsible for creating and maintaining the NAC event calendar (they may delegate this responsibility if they wish).

vi. Treasurer

The Treasurer is responsible for the management and distribution of the NAC's financial assets, including the NAC Fund, and serves as the lead of the Budget Committee.

The Treasurer also maintains the NAC budget, and is responsible for communicating about the budget with the Head Teacher, staff, NAC chair, and other committee leads. The NAC operates under the budget presented at the first NAC meeting in September and finalized at the second NAC meeting in October unless changes to that budget are voted in during the following year. (See Section (VIII)(b)(i) for approval requirements.)

For budgetary purposes, a proposed level of financial contribution will be established as part of the preliminary budget.

The Treasurer provides a monthly report to the NAC regarding its current financial status, and is an Authorized Signatory to the NAC Fund. The Treasurer is also responsible for making all liability and other insurance payments.

vii. Secretary/Recorder

The Secretary/Recorder records meeting minutes and keeps them in the ongoing file. If the Secretary/Recorder is unable to attend a meeting, he or she is responsible for finding a substitute Secretary/Recorder for that meeting.

The Secretary/Recorder is responsible for providing meeting minutes to the webmaster for posting on the NAC webpage. He or she is also responsible for updating the NAC bylaws following new amendments passed by vote at NAC meetings, and for providing the amended bylaws to the webmaster for timely posting.

c. School Professionals

i. The Principal

The principal represents the school and the school district. The principal acts as a liaison with the high school, facilitates communication within the district about Northstar, and may call ad hoc meetings as necessary.

The principal lets the NAC know how else he or she may be of assistance.

ii. Head Teacher/Teachers

The Head Teacher represents the staff to the NAC (and vice versa), solicits the staff for input and ideas, and may call ad hoc meetings as necessary. Other staff may attend meetings of the NAC based on interest and need.

The Head Teacher and NAC Chair are jointly responsible for the guidance and monitoring of the various NAC Committees. This includes obtaining timely status reports, identifying items needing to be placed on the NAC agenda, and providing input on NAC projects.

The Head Teacher and NAC Chair are also jointly responsible for establishing the agenda for each NAC meeting. Agendas should be established one week prior to the date of each meeting. The Head Teacher and NAC Chair should discuss issues requiring input from the NAC and place these items on the next meeting's agenda. A proposed course of action and estimated time of completion should be prepared for each of these items. If the Head Teacher and the NAC Chair cannot agree on whether an item should be placed on the agenda, the conflict will be arbitrated by the Principal.

The Head Teacher provides counsel, support, and relevant institutional history to the Treasurer and the Budget Committee, and may attend meetings of the Committee as necessary.

d. Support Group Representatives

Support Group is a class that focuses on social and life skills, as well as providing a "home room" type function. Each Northstar student is assigned to one Support Group.

i. Parent Representatives

Parent Representatives are nominated by the Head Teacher and approved by the NAC.

Parent Representatives are volunteers organized and coordinated under the Community Building Committee.

Each Support Group will have one Parent Representative. This Parent Representative will act as a contact person within that Support Group, and as a representative from that Support Group to the NAC and the broader community.

The Parent Representatives also serve as the phone committee. Each representative will choose another parent (preferably that of a seventh-grade student) to help with the telephoning.

Parent Representatives are responsible for setting up conference times with the families in their Support Group.

ii. Student Representatives

Each Support Group may have one or more Student Representatives. The Student Representatives act as a communication link between the NAC and their Support Group.

V. Meetings

a. Regular Meetings

Regular NAC meetings are typically held once each month, with the possible exception of December and June. The day, time and place of NAC meetings are determined by the NAC Officers, Principal, and the Head Teacher. Priority is given to Tuesday evenings as Tuesdays are the days set by the district for junior high activities.

Members are encouraged to attend the scheduled and ad hoc meetings of the NAC. Any member unable to attend a meeting should read the minutes from the missed meeting in order to become familiar with actions taken during that meeting.

Members may have an item placed on the agenda for the next NAC meeting by notifying the Chair at least one week prior to the date of the meeting. The Chair should be informed of the item's subject, suggested course of action, and estimated time necessary to complete the actions proposed.

b. Ad Hoc Meetings

Ad Hoc NAC meetings are based on need, and can be called at any time by the Chair, Head Teacher, Principal and/or 10 general members.

The date and time of Ad Hoc meetings are to be set by the Chair and the person(s) calling the meeting. Notice of the meeting should be given no fewer than two days in advance to all voting members. (See Section (VII)(a) on page 11 for a list of voting members.) During the academic year Ad Hoc meetings will be held within two weeks of their request. However, these meetings must be held at a time where the Principal, Head Teacher, Chair or their designees can all be present.

VI. Standing Committees, Principal Duties, and Committee Coordinator Responsibilities

a. Committee Purpose

Committees are formed to help NAC meet its objectives (section III). Committees are composed of one or more NAC members (section IV.a).

b. General Committee Coordinator Responsibilities

Committee Coordinators are responsible for setting the committee's objectives, getting NAC approval for actions, and communicating the committee's progress to NAC. All active committee chairs are responsible for providing brief status reports to the NAC Chair on a monthly basis.

c. Temporary or Informal Committees

Temporary or informal committees may be organized or arranged as necessary to deal with specific issues not addressed by the standing committees provided for within these bylaws. Issues requiring the use of temporary committees may include, but are not limited to, grant writing, use of logos and apparel, etc.

d. Recommended Committees

These are committees that have historically been needed for NAC to meet its objectives. While not required, it is recommended that they should be staffed each year by at least one person.

i. Budget Committee

The Budget Committee is coordinated by the Treasurer. The Budget Committee assists the Treasurer in preparing a budget for the general membership to approve. Activities of Budget Committee members may include review of past budgets and results, and consultation with the Head Teacher, Northstar staff, faculty, and other NAC Committee Leads regarding their budgetary and financial needs.

ii. Conference Week Committee

The Conference Week Committee is responsible for planning and scheduling activities, speakers, workshops, etc., to fill 3 to 4 days, twice each year during parent/teacher/student conferences. (these conferences are usually held in January and June.) The committee is also responsible for seeing that thank-you notes are sent to presenters, either from students or from the Conference Week Committee.

The Conference Week Committee Coordinator is responsible for updating the *Guidelines for Planning and Implementing Conference Week Notebook*, which is used to organize and preserve information regarding the activities used to fill conference week time. In the event that the Conference Week Committee Coordinator does not make use of the *Conference Week Notebook*, he or she is responsible for providing a list of the activities and contacts he or she used to fill conference week time to the Head Teacher.

iii. Community Building Committee

The Community Building Committee is responsible for organizing and supporting Northstar community activities such as the Welcome Back Picnic, Gingerbread House Events, Staff Appreciation Events, Ice Cream

Socials, Graduation, Talent Shows and more. The Community Building Committee also assists other Committee Coordinators in finding available Northstar parents to fill volunteer positions in advance of events and activities around the school.

The Community Building Committee is composed of the parent Support Group Representatives and the 9th-Grade Dinner, Graduation, Volunteer, and Student Activities Committee Coordinators.

iv. **9th-Grade Dinner Committee**

The 9th Grade Dinner Committee is responsible for the planning and execution of the annual 9th Grade Dinner.

v. **Graduation Committee**

The Graduation Committee is responsible for planning and execution of Northstar's 9th Grade Graduation.

vi. **Student Activities Committee**

The Student Activity Committee organizes extra-curricular student activities, including dances, talent shows, game nights, etc. The Coordinator is also responsible for arranging chaperones for these activities. The Student Activities Committee is encouraged to plan three activities per school year.

vii. **Volunteer Committee**

The Volunteer Committee Coordinator is responsible for updating the volunteer sign-up sheet, as well as for compiling the volunteer list and providing copies of that list to the School Secretary, NAC Officers, Head Teacher, and Committee Coordinators.

The Volunteer Committee is responsible for helping Committee Coordinators find volunteers for their events and assisting NAC members in finding ways to fulfill their hourly commitment.

viii. **Emergency Preparedness Committee**

The Emergency Preparedness Committee is responsible for overseeing the planning, implementation and ongoing re-evaluation of all emergency preparedness efforts organized on behalf of Northstar Junior High. These responsibilities may include procurement and organization of supplies and equipment; inventory and maintenance of the emergency supplies kept in Northstar's office and classrooms; encouraging and supporting staff training in preparedness; and soliciting the NAC for additional funding for emergency preparedness when necessary.

The Emergency Preparedness Committee is responsible for educating Northstar staff, faculty, and parents about emergency preparedness

issues and policies via avenues such as NAC meetings, Open Houses, Back to School Nights, etc. The Committee is also responsible for the establishment and maintenance of an Emergency Preparedness Notebook, which should catalog emergency preparedness policies and procedures, supply inventories, a history of Northstar preparedness education activities, and lists of both preparedness training opportunities and emergency contacts throughout the school district and broader community.

ix. **Garage Sale and Fundraising Committee**

The Garage Sale and Fundraising Committee manages, as needed, all fundraising activities which provide financial support for the NAC.

The Committee is primarily responsible for planning and carrying out the annual Northstar Garage Sale. This may include the recruitment of volunteers, sale donations, and baked goods; as well as pre-sale advertising, event management (parking, signage, etc), set up, and clean up.

All fundraising activities designed to support the NAC must comply with all district, state and federal rules, regulations and policies.

x. **Landscaping Committee**

The Landscaping Committee is responsible for all Northstar landscaping matters. The committee plans all landscaping improvements; organizes the maintenance of the rose garden, south garden and other areas; organizes “Clip and Clean” events when necessary; and maintains the Northstar hard landscaping features and watering systems.

xi. **Field Trip Committee**

The Field Trip Committee is responsible for assisting the staff in planning destinations and scheduling trip dates. The Committee Coordinator will also help the School Secretary with any required paperwork, and secure all necessary drivers and chaperones for school field trips.

xii. **Community Service Committee**

The Community Service Committee Coordinator is responsible for the maintenance and organization of the student *Community Service Notebook*. The *Community Service Notebook* is used by Northstar students as a resource to help locate avenues and opportunities through which they may complete their community service hours requirement.¹

¹ Note: The *Community Service Notebook* is kept on the counter in the Northstar main office as a resource for Northstar students to use in meeting their volunteer commitments. It is different than the *Volunteer Coordinator Notebook*, which is used to organize the volunteer hours of Northstar parents.

xiii. **Health Screening Committee**

The Health Screening Committee Coordinator assists school district nurses with hearing, vision and scoliosis screening. Responsibilities of this individual may include communicating with the LWSD Nurse, recruiting volunteers to assist on screening day, obtaining necessary screening equipment from other schools, set-up and clean-up of screening activities, and provision of refreshments to screening volunteers.

xiv. **Ski and Snowboard Program Committee**

The Ski and Snowboard Program Committee Coordinator plans and implements the Northstar Ski Program. Responsibilities of this individual may include making arrangements with a ski area, collecting permission slips, and arranging transportation and chaperones.

The Northstar Ski and Snowboard Program is not a Lake Washington School District Program, but rather a parent cooperative program. The Northstar Ski Program may be arranged or coordinated in conjunction with other schools.

xv. **Webmaster**

The Webmaster is responsible for the design and maintenance of the Northstar Junior High Website, as well as for timely posting of all bylaw amendments made according to the provisions of this document.

VII. Voting

a. Members Eligible to Vote

All members present at a duly called meeting will be eligible to vote.

If the Chair, Head Teacher, Principal, or 10 general members of the NAC feel that the views of the meeting participants are not representative of or in concert with those of the wider school community, he/she/they may require that a decision be held in abeyance until an ad hoc meeting with wider participation can be called.

In general, members are encouraged to try to work toward consensus wherever possible.

b. Voting Rules

- i. A quorum of members, in a number equal to 15% of the current Northstar school enrollment, must be present before a vote on financial matters can be held.

- ii. In all non-financial matters a quorum of 6 is required for a vote. The NAC Chair and either Head Teacher or the Principal must also be present.
- iii. In all cases, a simple majority is required for a matter to pass.

VIII. NAC Fund

a. Purpose

The NAC Fund is established for the purpose of supplementing district financial support of Northstar.

b. Source of Funds

Contributions to the NAC Fund may come from parental contributions, fundraising activities, and in-kind donations.

c. Maintenance and Deposits

Financial records of the NAC Fund shall be maintained by the NAC Treasurer. All funds shall be deposited in a timely fashion in a bank selected by the NAC.

d. Disbursement of funds

i. Checks

All checks, drafts, orders for the payment of money, notes, or evidence of indebtedness issued in the name of the organization must be signed by one of the two Authorized Signatories.

ii. Authorized Signatories

The NAC Chair and the Treasurer are Authorized Signatories on behalf of the NAC.

iii. Authorization

An approved budget constitutes approval for given committees and activities. All expenditures of non-approved/non-budgeted funds in excess of \$250.00 shall require the advance approval of the NAC. All expenditures less than \$250.00 may be approved at the discretion of the NAC Chair(s), NAC Treasurer, or the Head Teacher.

iv. Reimbursement

All approved cash outlays shall be reimbursed by check from the Treasurer on a monthly basis, upon receipt of sales receipts or signed vouchers.

IX. Amendments

All amendments must comply with all district rules and policies, as well as any applicable state and federal laws and regulations.

Amendments to these bylaws may be introduced by first submitting written copies of the proposed changes to the NAC Chair, Head Teacher, and Principal. The amendment will be read before the membership at the next regularly-scheduled NAC meeting, with copies provided for study and comment.

Amendments will only be adopted following unanimous consent at the next general meeting of the NAC.

X. Non-discrimination

The NAC shall not discriminate against any person or group based on race, creed, religion, gender, national origin or sexual orientation.