

ANVIL CITY SCIENCE ACADEMY BYLAWS

Anvil City Science Academy (ACSA) is a community-driven school in which all stakeholders may participate in discussions which affect the school. The Academic Policy Committee (APC) supervises the operation and academic program of ACSA. The APC develops and implements admission and administrative policies to ensure the fulfillment of the mission of the charter school. These elements are monitored and evaluated in regular APC meetings open to the entire school community.

ARTICLE I – Academic Policy Committee

The APC consists of school community members who are committed to attending meetings regularly. In order for decisions to be made in a regular meeting, a quorum of half of the existing APC members must be present and participating.

1. The APC is comprised of at least five (5) member representatives, including at least three (3) parents of students attending ACSA and one (1) ACSA lead teacher/principal, and the remaining member(s) may be a community member(s), parents, or teachers.
2. Any APC member may resign at any time by giving written notice to the APC. The resignation will be effective at the time stated in the written notice; no acceptance of the resignation is necessary.
3. Any APC member may be removed at any time with cause, by consensus of the remaining APC members, whenever, in their judgment it serves the best interests of ACSA.
4. A member may be reviewed for dismissal for excessive absences. Excessive absences is defined as more than three unexcused absences in any year.
5. The property, business and affairs of the school will be managed by the APC. The APC may exercise all powers of the Anvil City Science Academy as provided by the State and Federal law, Nome Public School District Board of Education policy and these Bylaws.

ARTICLE II – APC Elections and Terms

1. The APC will nominate new members upon term expiration, keeping the numbers by category as stated above.
2. All APC members will serve three-year terms.
3. Filling of the seats will take place January of the start of term.
4. If a member resigns or is dismissed, the APC will appoint a replacement to serve out the remaining time of that term.

The Lead Teacher/Principal shall provide notice seeking candidate volunteers for the board. If the Lead Teacher/Principal is unable to attend an APC meeting, they shall appoint an ACSA teacher to attend the meeting to serve in that capacity.

ARTICLE III – Notice of APC Meetings

Notice of APC meetings and tentative agendas will be provided by the Lead Teacher/Principal prior to the meeting.

ARTICLE IV – Officers

1. Election - Officers shall be elected by the APC.
2. Terms of Office - The APC shall elect officers for a term of one year.
3. President - The president shall oversee all the business and affairs of the school. The President shall execute contracts on behalf of the school, except where another person is required by law to execute a contract, or the board has expressly delegated to another person the right to execute a contract on behalf of the school. The President shall preside at all meetings of the APC, and shall be responsible for developing, in concert with the lead teacher/principal, the agenda for all meetings.
4. Secretary - The secretary issues notices for all the meetings and shall keep the minutes and publish these minutes on the ACSA website.
5. Treasurer - The treasurer shall report the financial condition of ACSA to the APC at each of the monthly meetings. The treasurer shall be responsible for developing and reviewing the budgets for ACSA.
6. School District Liaison- The APC shall appoint, as needed, a member to act as school district liaison every academic year. Any board member or officer can serve in this capacity.

ARTICLE V – Meeting Procedures

1. The APC will hold one meeting per month.
2. The agenda will be approved or amended by consensus at the beginning of the meeting.
3. An APC member may participate in an APC meeting by phone or internet with prior arrangement.

ARTICLE VI – Committees

APC Committees will be formed at APC meetings. The APC shall select committee members from a list of volunteers, parents whose children attend the school, teachers currently employed by the school and community members at large who are approved by the board. The formation will be posted in the minutes and committee membership will be approved by the APC.

ARTICLE VII – Executive Sessions

Executive Sessions may be requested by an APC member. Executive sessions are convened by consensus of the APC for the following matters.

1. The immediate knowledge of which would clearly have an adverse effect upon the finances of the school.
2. Subjects that tend to prejudice the reputation and character of any person.

3. Which, by law, municipal charter, or ordinance are required to be confidential.
4. Involve the consideration of government records that by law are not subject to public disclosure.

The specific subject matter to be discussed during an executive session will be described in the motion calling for the executive session in sufficient detail to describe the subject of the executive session without defeating the purpose of holding an executive session. Executive sessions are conducted solely at the discretion of the APC. Only members of the APC and those expressly invited by consensus of the APC may attend an executive session.

The APC may not take official action in executive session and it must limit discussions in executive session to matters specified in the motion calling for an executive session.

The APC may give direction to its attorney or a labor negotiator regarding the handling of a specific legal matter or pending labor negotiations.

When the APC believes an executive session may be appropriate to discuss a subject that may prejudice the reputation or character of a person, the APC will provide advance notice to the affected individual. The notice will state when and where, the proposed executive session will be held and will inform the affected individual of her or his right to request a public discussion.

ARTICLE VII – Procedure to amend bylaws

The bylaws may be amended, altered or repealed and new bylaws adopted upon the affirmative majority vote of the APC. If any amendment to the bylaws creates a material conflict with the current Anvil City Science Academy contract with the Nome Public School District the Nome School Board must also approve that amendment.