

# **Bylaws of the Brightwood Elementary School Leadership Team**

## **ARTICLE I**

### **Name**

**Section 1. Name:** The name of this body is the Brightwood Elementary School Leadership Team.

## **ARTICLE II**

### **Object**

**Section 1. Object:** The purpose of this body will be to:

1. Craft a corporate vision for the school.
2. Determine a school-wide focus or mission.
3. Develop goals and objectives that will lead to the accomplishment of the school's mission.
4. Create school-wide policies that will facilitate the accomplishment of the school's mission, goals, and objectives.
5. Analyze performance data and create strategies to improve student performance.
6. Serve as a liaison between the school and community.
7. Serve as the single voice of leadership in the school.

## **Article III**

### **Members**

**Section 1. Qualifications of membership:** To be eligible to serve on the Leadership Team, a member must:

1. Be a grade level representative, or
2. Be a departmental chair, or
3. Be an elected representative for the classified employees, or
4. Be a Brightwood Elementary School administrator, or
5. Be a parent, elected by parents of children enrolled in the school via a secret ballot election conducted by the Brightwood Elementary School Parent Teacher Organization (PTA), or
6. Be a Brightwood Elementary School curriculum facilitator.

**Section 2. Nature of Membership:** Members are appointed or elected as follows:

1. Positional Appointments: The following members are Leadership Team Members based on their position within the school: Principal, Assistant Principal, Curriculum Facilitator, and Media Specialist.
2. Elected Appointments: The following members are Leadership Team Members based on their election by their peers: grade level representatives (i.e., pre-kindergarten, kindergarten, first grade, second grade, third grade, fourth grade, fifth grade), departmental representatives (i.e., exceptional children, specialists), classified representative, and two parent representatives.

**Section 3. Election Requirements:** Those members whose appointment comes from an election of their peers will be chosen as follows:

1. Grade level representatives: Each grade level representative shall be elected annually by their respective group by secret ballot. The election process should be completed annually no later than June 1<sup>st</sup> for the upcoming school year.
2. Departmental representatives (i.e., exceptional children, specialists): Each departmental representative shall be elected annually by their respective group by secret ballot. The election process should be completed annually no later than June 1<sup>st</sup> for the upcoming school year.
3. Classified representative: The classified representative shall be elected annually by the classified employees by secret ballot. The election process should be completed annually no later than June 1<sup>st</sup> for the upcoming school year.
4. Parent Representatives: Parent representatives shall be elected by parents of children enrolled in the school via a secret ballot election conducted by the Brightwood Parent Teacher Association (PTA). Parent representatives shall not be members of the building-level staff. The election process should be completed annually no later than June 1<sup>st</sup> for the upcoming school year.

**Section 4. Obligations:** Members, appointed, chosen, and elected, serving on the Leadership Team are obligated to:

1. Make a good faith effort to attend each meeting as scheduled on the online school calendar.
2. Represent their constituents in Leadership discussions and votes.
3. Be willing to serve in standing and ad hoc committees.

**Section 5. Length of Service:** To ensure a stable Leadership Team, it is recommended that at least one-half of the composition of the team remain each year, while approximately one-half of the members rotate off the team:

1. Each elected member shall serve a minimum of one year and a maximum of two consecutive years.
2. Those staff members who become Leadership Team members due to the nature of their position (principal, assistant principal, curriculum facilitator, media specialist) are members of the Leadership Team as long as they hold their positions.

**Section 6. Removal of a member:** A Leadership Team member will be removed from the team for the following reasons:

1. Having an attendance rate of 60% or less
2. Transferring to a different school
3. Resigning his/her teaching position
4. Conviction of a state or federal law
5. Being terminated

If a member is removed from the team, his or her grade level or department must choose or elect another representative to complete the current term.

**Section 7. Member Removal Procedure:** The procedure for dismissal from the Leadership Team comprises:

1. If a member meets the qualifications for removal in Article III, Section 6 (1), a memo of concern will be sent to the member. If the attendance rate does not improve over the next month, the principal will write a letter of removal and present it to the member. The principal will then instruct the grade level or department to elect a new representative to complete the removed member's term. The removal will be reflected on the member's End-of-Year Summative Evaluation.
2. If a member qualifies for removal because of Article III, Section 6 (2 or 3), the principal will write a letter of appreciation to the member immediately, thanking them for their service to the Leadership Team. The grade level or department will then be instructed to elect a new representative to complete the leaving member's term.
3. If a member qualifies for removal due to Article III, Section 6 (4 or 5), a letter of removal will be written immediately by the principal and presented to the member. The principal will then instruct the grade level or department to elect a new representative to complete the removed member's term.

**Section 8. Member resignation:** A member who wishes to resign from the Leadership Team for any reason must meet with the principal to discuss the issue. The acceptance or refusal of the teacher's resignation from the team is at the principal's sole discretion.

## Article IV

### Officers

**Section 1. Leadership Chair:** The Leadership Team will elect, from within its body, a chair to facilitate the team's activities and tasks. The election of the chair will occur during the first Leadership meeting of each new school year. Duties of the Leadership Chair comprise:

1. Development of an agenda prior to each Leadership Team meeting.
2. Chairing each Leadership Team meeting.
3. Coordinating with the principal on the direction and scope of the Leadership Team's activities.

**Section 2. Secretary:** The Leadership Team will elect, from within its body, a secretary to maintain good records of each Leadership Team meeting. The duties of the Secretary shall be:

1. To record the minutes of each meeting.
2. To report the minutes to the Leadership Team for approval.
3. To create and maintain a Minutes Notebook.
4. To publish the approved minutes to the school web site.

**Section 3. Principal:** The principal, as the Executive Officer of the school, works hand in hand with the Leadership Chair to plan each meeting. She or he is to make the executive decision to remove an issue from discussion or deliberation when it resides in his/her purview and is, therefore, outside the scope of the Leadership Team's authority.

**Section 4. Parliamentarian:** One member of the Leadership Team will be chosen to become proficient in Robert's Rules of Order to clarify points of order and settle disputes in meeting procedures.

## Article V

### Meetings

**Section 1. Frequency of Meetings:** Leadership meetings will be held on the second Tuesday of each month at 3:00 PM at the school building. Alternate times and locations for meetings may be planned by the Leadership Team, Leadership Chair, or Principal, with two weeks' notice. The prepared agenda will dictate the meeting's length. The meeting times will be placed on the online school calendar by the Leadership Chair or designated member. It is each member's responsibility to check the calendar and be aware of the Leadership Team's meeting dates and times.

**Section 2. Special Meetings:** From time to time, a special meeting may be called to address issues that cannot wait until the next scheduled meeting. In those cases, a special meeting may be called. When possible, twenty-four hours' notice will be given, and members will be notified by our PA system and by email. If an issue must be addressed and cannot wait 24 hours, the principal will notify teachers by PA system only, with the meeting occurring at the end of the school day. The final determination as to whether an issue can or cannot wait until the next meeting rests with the school principal.

**Section 3. Quorum:** For the Brightwood Elementary Leadership Team, a quorum requires 9 members to be present.

**Section 4. Observers:** Members who are not present may secure another representative to attend in their place. These representatives are observers only. As they do not qualify as members, they may not vote, participate in discussions and debates, nor do they count toward a quorum.

**Section 5. Rescheduling Meetings in case of Emergency:** Should circumstances dictate that a meeting be postponed, the principal will notify the team members by email and PA as soon as the postponement is determined. The Leadership Chair and Principal will then meet to determine if the meeting should be rescheduled or completely canceled. Teachers will then be notified by the Leadership Chair of the cancellation or the rescheduled date and time.

## **Article VI**

### **Parliamentary Authority**

**Section 1. Roberts Rules of Order:** The Leadership Team meetings will be facilitated by following Robert's Rules of Order.

## **Article VII**

### **Amendments**

**Section 1. Method of Amending the Bylaws:** The bylaws of this body may be amended by a vote of the members. The motion to amend the bylaws must be made and seconded by current Leadership Team members. Following the motion to amend the bylaws, the amendment requires the following:

- 1 A two-week advance notice shall be required. The notice will be sent by Guilford County Schools (GCS) and Brightwood Elementary email and will include the proposed changes.
- 2 A written ballot or show-of-hands vote is required.
- 3 An amendment to the bylaws requires a two-thirds majority vote.