**Bylaws of Brooks Global Studies Leadership Team**

**Article I – Name**

**The name of the Brooks Global Studies leadership Team shall be the Leadership Team.**

**Article II – Purpose**

**The leadership team is an essential component of the decision making process at Brooks Global Studies. The leadership team works collaboratively to enhance the academic environment and building climate of all Brooks’ students*.* We are responsible to implement the School Improvement Plan and the Guilford County Schools Strategic Plan.**

**Article III - Leadership Mission Statement**

**We believe that we are here to focus on the individual needs of all students, staff, and the whole learning community. We are advocates of all children. The focus of the Leadership Team is to ensure that we prepare our students to be 21st century global learners, assuring a strong academic foundation, and the use of technology in all facets of the instructional program. Our students will graduate Brooks Global College and Career ready.**

**Article IV – Beliefs**

**At Brooks Global Studies, we believe that children learn best when:   
1.They are engaged in rigorous, instructional learning experiences that address their individual learning styles and academic needs.  
2. Their teachers, parents, and community member’s work together to provide them with the tools necessary to succeed, while establishing and maintaining high expectations for all students.  
3. They are recognized as the leaders of tomorrow.  
4. Their teachers help them to become aware of their innate talents and encourage them to act with humanity.  
5. Their teachers are committed to promoting creativity and individuality.  
6. They are provided with a safe and nurturing learning environment where they have the opportunity to become productive, knowledgeable, and responsible citizens.  
7. They are immersed in an environment where teachers, parents, and community members are committed to doing "whatever it takes" to ensure that each child learns**

**Article V – Membership**

**The Principal**

**One teacher representative for each grade level K-5**

**One representative for classified staff (teaching assistants, custodians, cafeteria staff and clerical staff)**

**One representative for all Instructional Support Personnel (Media, Art, Music, PE, Guidance, EC, Speech, AG, and Spanish)**

**Parent Representation- Two or three parents elected by PTA**

**Article VI – Roles**

**In order for the Leadership Team to operate efficiently and productively, the following roles have been established.**

**Description of roles:**

**Chairperson (s)**

* **Chairperson will serve a 2 year term and is elected by the Leadership Team.**
* **Meet with administrator and prepare agenda for the meetings (developed using input from members, administrations and faculty/staff needs).**
* **Start and end meetings promptly.**
* **Make sure roles are assigned for the day’s meeting/**
* **Welcome members and introduce any guest.**
* **Remind members of Mission Statement.**
* **Ensure that minutes are being kept.**
* **Open discussion on current agenda items.**
* **Encourage decision making through consensus.**
* **Summarize each meeting, reviewing key actions and decisions; check that all members have the same clear understanding of all decisions.**
* **Review the time, date and locations of the next meeting and any items that will require action prior to the next meeting.**
* **Periodically assess the effectiveness of meetings using verbal or written feedback from members.**

**Secretary**

**State law requires that full and accurate minutes be kept of all official meetings of the Leadership Team. The minutes shall reflect all actions taken, whether by vote or consensus and all subjects that were discussed. The secretary will be responsible for an accurate set of minutes that will include:**

* **The date, time and place of the meeting as per the meeting notice, and the time the meeting was called to order.**
* **A statement of the approval of the minutes from the previous meeting.**
* **A list of all committees, subgroups and individuals that gave reports and any recommended action.**
* **A list of all individuals and groups who addressed the Leadership Team.**
* **A list of all decisions reached by consensus.**
* **Items that were placed on the agenda for the next meeting.**
* **The time the meeting was adjourned.**
* **The secretary words the minutes in a professional manner and be concise and specific.**
* **Ask for clarification if unsure of information before recording it.**

**Leadership Team Representatives**

* **Serve a two-year term on the Leadership Team**
* **Attend meetings and arrive on time.**
* **If assigned a role, abide by the responsibilities and time-lines assigned to that role.**
* **Submit constituency concerns to be placed on meeting agenda to Chairperson a minimum of two days prior to meeting date.**
* **Represent entire constituency and ensure that all members of constituency have had an opportunity to vote or give needed feedback for all issues when necessary.**
* **Vote as majority of constituency request.**
* **Meet with or e-mail constituency of all decisions made and actions taken by the Leadership team within one week following the meeting.**

**Article VII– Meetings**

**Section 1: Meeting day and time.**

**Leadership will meet the second Tuesday in each month unless a holiday or workday is scheduled for that Tuesday. Meetings will take place at Brooks Global at 3 P.M.**

**Section 2: Items for discussion**

**All items for discussion should be e-mailed a week before the scheduled meeting. All items (grade level and individual) should be in writing. Please specify the grade level that has the item. Discussion items will be discussed by the principal and Leadership chair at the agenda meeting. At that time, a decision will be made to either add the item to the agenda for the leadership team to discuss, or it will be handled personally by the principal.**

**Section 3: Quorum**

**Two thirds shall constitute a quorum. If at any meeting of the Leadership Team less than a quorum is present, a majority of those present may adjourn the meeting until a quorum is obtained.**

**Section 4: Majority**

**A majority will be defined as 50% plus one for any vote/motion to pass except for any motion involving a bylaw or an issue listed as Special Order on the Agenda.**

**Section 5: Meeting agendas**

**The Leadership Team shall use the Indistar agenda format for all meetings.**

**Article VIII– Committees**

**Members of the Leadership Team shall have the authority to establish committees as needed to meet the purpose of the Leadership Team as stated in Article II. Committee members and chairs are to be agreed upon by consensus. Committee meetings are subject to the open meetings laws. A majority of any committee may fix its place and time of meetings. All committees shall report back to the Leadership Team as requested. Standing committees will be formed as necessary.**