

Updated October 24, 2023

## **By-Laws of Northwest Guilford Middle School Leadership Team**

### **Article I – Name**

The name of the Northwest Guilford Middle School Site-Based School Improvement Team shall be Northwest Leadership Team (NWLTL).

### **Article II – Purpose**

The purpose of the NWLT is to deal with issues directly and indirectly related to instruction, student performance, school climate, and school culture. The NWLT will make decisions and monitor implementation based on the mission and vision of Northwest Guilford Middle School.

#### **Section 1: Vision Statement of Northwest Guilford Middle School**

Northwest Middle School provides an inclusive and collaborative educational environment in which students have multiple opportunities to immerse themselves in rigorous curriculum and extra-curricular activities that support their diverse talents and interests.

#### **Section 2: Mission Statement of Northwest Guilford Middle School**

Northwest Middle School is dedicated to the engagement of students in active, relevant and meaningful opportunities that strengthen character as respectful citizens and lifelong learners.

### **Article III – Function**

The function of the NWLT is as follows:

- A. Facilitate the development of the School Improvement Plan
- B. Monitor, assess, and amend the School Improvement Plan
- C. Advance policies and procedures that enhance achievement and meet educational, safety, parent involvement, school climate, staff development, and communication goals
- D. Facilitate decision-making based on available data
- E. Work in concert with the principal and make recommendations on budgetary issues related to staff development, instructional materials, and staff positions

### **Article IV – Membership**

#### **Section 1: Membership of NWLT**

Members of the NWLT shall consist of:

- A. School Principal as a permanent voting member
- B. Assistant Principals as permanent voting members
- C. One teacher representative for *each* grade level: 6, 7, 8
- D. One teacher representative for P.E.
- E. One teacher representative for Encore (Arts, Global Languages, and/or CTE)
- F. One representative for Instructional Support Personnel (The instructional support personnel may include the following licensed professionals: guidance counselors, social worker, psychologist, instructional coaches, speech-language pathologists, and nurses.)
- G. One teacher representative for Exceptional Children instructors
- H. Three parent representatives (If possible, one from each grade level)
- I. PTSO President – Member Ex Officio (Non-Voting)

- J. One representative for Classified Staff (If available)
- K. One Curriculum Facilitator as a permanent voting member
- L. One Media Specialist as a permanent voting member

## **Section 2: Election Processes and Terms**

- A. All members will be elected by their constituent group and then the entire team voted on by the staff via secret ballot.
- B. Each member will serve for a term of two (2) years unless they are a permanent voting member.
- C. If for any reason an elected representative cannot fulfill the term, the constituent group will vote by secret ballot to elect a representative to complete the term.
- D. The Northwest Middle School Staff will vote on the leadership team [teachers/support members].

## **Section 3: Election of Parent Representatives**

- A. Parent representatives shall be elected by the parents of children enrolled at NWMS in an election conducted by the largest parent organization, currently the NWMS PTSO.
- B. A minimum of two parents shall be elected with a maximum of no more than three parents serving as per state regulations.
- C. Nominations shall take place 30 days prior to the election and be made available to the public.
- D. Parent representatives shall reflect the racial and socioeconomic composition of NWMS and shall not be members of the building level staff.
- E. To the degree possible, parent representatives shall represent the various grade levels.
- F. The PTSA President would not count as one of the parent members and is considered a non-voting member.
- G. Elections should be held in the spring semester to facilitate summer budget discussions and decisions.

## **Section 4: Election of NWMS Staff Representatives**

- A. Grade Level Teacher, Instructional Support Personnel, Encore, P.E., EC, and Classified representatives shall be selected by their respective constituent groups.
- B. Elections should be held in the spring semester to facilitate summer budget discussions and decisions. Once each constituent group member has been identified the entire staff will vote on the team each spring.
- C. In the event the elected representative cannot be present at a NWLT meeting, each constituent group will decide the method by which an alternate representative shall substitute.
- D. Duly selected alternate representatives shall have the same voting rights as the elected representative.

## **Article V – Officers and Roles**

**Section 1:** The Officers of the NWLT shall consist of a Chairperson, a Vice-Chairperson, a Secretary, and a Timekeeper.

**Section 2: The Chairperson** will be the ongoing permanent Curriculum Facilitator.

#### The Chairperson

1. Meets with the principal and prepares the agenda for the meeting based on input from members, administration, faculty, and staff
2. Facilitates public notification of meetings
3. Starts, facilitates, and ends meetings
4. Encourages open discussions and decision-making through consensus
5. Summarizes key actions and decisions, checking to ensure that all members have the same clear understanding of decisions
6. Periodically assesses the effectiveness of meetings using verbal or written feedback from members.

**Section 3: The Vice-Chairperson** shall act as aid to the Chairperson and shall perform the duties of the Chairperson in the absence or inability of that officer to serve.

#### **Section 4: The Secretary:**

- A. In accordance with NC Open Meetings Law, the secretary will keep accurate minutes of all official meetings of NWLT, including the following:
  1. The date, time, and place of the meeting as per the meeting notice, and the time the meeting was called to order
  2. A statement of the approval of the minutes from the previous meeting
  3. A list of all committees, subgroups and individuals who give reports and any recommended action
  4. A list of all individuals and groups who address NWLT
  5. A list of all decisions reached by consensus and all motions approved or defeated by vote; this shall include the exact wording of any motions
  6. Items that were placed on the agenda for the next meeting
  7. The time the meeting was adjourned.
- B. The secretary shall word the minutes in a professional manner and be concise and specific, asking for clarification if needed.
- C. The secretary shall facilitate the posting of the minutes in Indistar.

**Section 5: The Timekeeper** shall keep members of the NWLT on task and within the allotted time as indicated on the agenda.

#### **Section 6: Representatives shall**

- A. Serve two-year terms on NWLT
- B. Attend meetings and arrive on time
- C. Complete the responsibilities of their assigned roles on the committee
- D. Participate in NWLT discussions and decisions.
- E. Represent their constituencies and ensure that all members of the constituency have had an opportunity to vote or give needed feedback for all issues when necessary
- F. Vote as the majority of the constituency requests

- G. Meet with or e-mail to advise constituency of all decisions made and actions taken by NWLT within one week following the meeting.

## **Article VI– Meetings**

### **Section 1: Meeting Day and Time**

- A. NWLT will meet twice monthly. The first meeting will be the Leadership Committee made up of staff members that serve on the Principal’s Leadership Committee. The second meeting will be with all elected members of the NWLT.

### **Section 2: NC Open Meeting Law**

- A. NWLT meetings fall under the NC Open Meeting Law.
- B. NWLT shall file a notice of the day, time, and place of all regular meetings.
- C. If a regular meeting time is changed, NWLT shall file a notice of the new meeting time at least five (5) school days prior to the new meeting.
- D. In the case of *special meetings*, other than regular meetings, NWLT will post/deliver a notice to every person of NWLT and those requesting the special meeting. Notice must be given 48 hours prior to the special meeting, and the notice must contain the day, time, and location of meeting.

### **Section 3: Quorum**

The current team consists of 15 voting members and one non-voting member. A quorum will require eight (8) voting members to be present. If at any meeting of NWLT less than a quorum is present, a majority of those present may adjourn the meeting, without further notice, until a quorum is obtained.

### **Section 4: Discussion, Decision-Making, and Voting**

- A. Decisions are made by consensus (general agreement and consent) where possible.
- B. In the event the chair determines after reasonable time that a decision cannot be made by consensus, a vote will be taken. In this case, NWMS will operate under the constituency consensus process. Each representative has one vote and agrees 100% to support NWLT decisions. The representative votes as directed by the majority of members of their constituency.
- C. A majority will be defined as 50% plus one for any vote/motion to pass, except for any motion involving a bylaw.
- D. Only members of the committee may speak. Visiting observers who wish to speak (limited to two (2) minutes) should sign up in advance with the chairperson. Other observers may be asked to speak (limited to two (2) minutes), if agreed upon by consensus of the NWLT members present.

## **Article VII Committees and Sub-Committees**

Members of NWLT shall have the authority to establish committees and sub-committees as needed to meet the purpose of NWLT. Committee members and chairs are to be agreed upon by consensus. Committee meetings are subject to the open meetings law. A majority of any committee may fix its place and time of meetings. All committees shall report back to NWLT as requested.

### **Article VIII– Amendment of By-Laws**

NWLT bylaws may be amended with two-thirds (2/3) of the collected votes if a notice has been given during the prior meeting.