

# **By-Laws of Southeast High School Leadership Team**

(Amended August 19, 2010)

## **Article I – Name**

The name of the Southeast High School Site-Based School Improvement Team shall be Southeast High School Leadership.

## **Article II – Purpose**

The purpose of SEHS Leadership is to deal with issues directly and indirectly related to instruction, student performance, school climate, and school culture. The SEHS Leadership Team will make decisions and monitor implementation based on the mission and vision of the Leadership Team.

### **Section 1: Mission Statement of Southeast High School**

The mission of Southeast High School is to inspire, motivate, and educate.

### **Section 2: Vision Statement of Southeast High School**

At SEHS every student will attend school in an environment that is inviting, safe, secure, and conducive to learning. Students will be taught by teachers who affectively use instructional techniques that inspire, motivate, and educate. Students will develop the skills, ability, and attitudes to succeed as productive citizens and to develop a mindset of life-long learning.

## **Article III – Function**

The function of SEHS Leadership 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 SEHS Leadership**

Members of the SEHS Leadership shall consist of:

- A. School Principal
- B. One representative for Assistant Principals
- C. Curriculum Facilitator
- D. One representative from each core department (Math, Science, English, Social Studies)
- E. One representative from Guidance
- F. One representative from Cultural Arts
- G. One representative from NJROTC
- H. One representative from Physical Education
- I. One representative from Exceptional Children

- J. One representative from Career and Technical Education
- K. One representative from Foreign Language
- L. Two student representatives
- M. One representative from classified personnel
- N. Three parent representatives (If two consecutive meetings are missed, then the parent will be removed from membership)

**Section 2: Election Processes and Terms**

- A. All members will be elected and serve for a minimum of one, and a maximum of two, years.
- B. 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.

**Section 3: Election of Parent Representatives**

- A. Parent representatives shall be elected by the parents of children enrolled at SEHS in an election conducted by the largest parent organization.
- B. Nominations shall take place 30 days prior to the election and be made available to the public.
- C. To the degree possible, parent representatives shall reflect the racial and socioeconomic composition of SEHS and shall not be members of the building level staff.
- D. Parent representatives shall represent the various grade levels.
- E. Elections should be held in the spring semester to facilitate summer budget discussions and decisions.

**Section 4: Election of SEHS Leadership Staff Representatives**

- A. Teacher representatives shall be selected by secret ballot by their respective constituent groups.
- B. Elections should be held in the spring semester to facilitate summer budget discussions and decisions.

**Article V – Roles**

**Section 1: The Chairperson** will be selected by secret ballot from the SEHS Leadership members after spring elections.

- A. The chairperson shall not be an administrator.
- B. 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 2. The Secretary**

- A. In accordance with North Carolina Open Meetings Law, the secretary will keep accurate minutes of all official meetings of SEHS Leadership, including the following information:
  - 1. The dates, 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 that gave reports and any recommended action
  - 4. A list of all individuals and groups who addressed SEHS Leadership
  - 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 distribution of the minutes electronically in a timely manner.
- D. The secretary shall bring paper copies of the minutes to the next meeting for approval.

## **Section 3: Representatives:**

- A. Serve a two-year term on SEHS Leadership.
- B. Attend meetings and arrive on time.
- C. Complete responsibilities of assigned roles on the committee.
- D. Participate in SEHS Leadership discussions and decisions.
- E. Represent their constituency 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 email constituency of all decisions made and actions taken by SEHS Leadership within one week following the meeting.

## **Article VI – Meetings**

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

- A. SEHS Leadership will meet on the second Tuesday of each month. If a holiday or workday is scheduled for that Tuesday, SEHS Leadership will meet on Wednesday.
- B. SEHS Leadership will meet from 4:00 until no later than 5:30.

### **Section 2. North Carolina Open Meeting Law**

- A. SEHS Leadership meetings fall under the N.C. Open Meeting Law.

- B. SEHS Leadership shall file a notice of the day, time, and place of all regular meetings.
- C. If a regular meeting time is changed, SEHS Leadership shall file a notice of the new meeting time at least 7 days prior to the new meeting.
- D. In the case of special meetings, other than regular meetings, SEHS Leadership will post/deliver a notice to every person of SEHS Leadership 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 the meeting.

**Section 3. Quorum:**

Two thirds shall constitute a quorum for the transaction of any business. If at any meeting of SEHS Leadership 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) when 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, SEHS Leadership will operate under the constituency consensus process. Each representative has one vote and agrees 100% to support SEHS Leadership 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 2 minutes) should sign up in advance with the chairperson. Other observers may be asked to speak (limited to 2 minutes) if agreed upon by consensus of the SEHS Leadership members present.

**Article VII Committees and Sub-Committees**

Members of SEHS Leadership shall have the authority to establish committees and sub-committees as needed to meet the purpose of SEHS Leadership. 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 SEHS Leadership as requested.

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

SEHS Leadership by-laws may be amended with two-thirds of the collected votes if a notice has been given during the prior meeting.