Bylaws of General Greene Site Based Leadership Team
(updated 7.9.2025)

Article I – Name

The name of the General Greene Site Based Leadership Team shall be GLT (Greene Leadership Team).

Article II – Purpose

The purpose of GLT is to make decisions related to school finances (budget) and curriculum at General Greene. GLT will deal with issues directly and indirectly related to instruction, student performance, school climate (social and emotional) and improvement. These decisions are binding on General Greene provided the decisions are within the authority of the school and with the understanding that the principal may make a different decision than the leadership team. In these cases, the principal will provide a written explanation to the team.

Mission Statement:
We believe that we are here to focus on the good of the students of General Greene first, the staff and the whole learning community. We will begin and end on time. We respect and trust one another. We hold that all ideas and opinions to be valid. We value each person to the degree that everyone gets a chance to speak and to listen. We affirm that "no input" signals agreement. We will represent fairly the opinions of our constituency.

Article III – Membership

Section 1. Membership of GLT shall consist of:

a. One teacher representative for each grade level K-5
b. One representative for classified staff (teaching assistants, custodians, cafeteria staff and clerical staff).
c. One representative for all Instructional Support Personnel (Media, Art, Music or PE).
d. School Counselor
e. One representative from EC, Speech or AG staff
f. Magnet Representative (Science or Technology)
g. Curriculum Facilitator
h. Administrator
i. Two parents

Section 2. Election and Terms of Service for Members:

All members will be elected and serve for two years with the exception of administration, school counselor, and curriculum facilitator. Additional members may be recommended, voted and approved by GLT, but no additional members may be appointed.

a. Election of parent representatives:
Parent representatives shall be elected by the parents of children enrolled at General Greene in an election conducted by the PTA. Parent representatives

shall reflect the racial and socioeconomic composition of General Greene and shall not be members of the building level staff.

b. Election of General Greene staff representatives:
   Grade level representatives for teachers, representatives for instructional support personnel, classified staff, EC, Speech, AG shall be nominated by their representative groups and voted on by the whole staff by secret ballot. The following timetable will be used to hold the election:
   - Nominations will be submitted by the 21st student day.
   - Whole ballot election will be held by the 25th student day.
   - The ballots will be counted by the School Secretary/Treasurer and a witness by the 27th student day.
   - The ballots will be stored in the GLT notebook for two years.

c. If a parent representative does not attend three (3) consecutive meetings, they must resign from the leadership team. The principal may appoint another parent representative until an election is held. A new representative will be elected from the General membership following the guidelines set forth above in Section 2.a.

Section 3. Voting Rights

GLT will operate under the constituency consensus process. Each representative has one vote and agrees 100% to support GLT decisions. The representatives vote as directed by the majority of members of their constituency.

Article IV – Roles

In order for GLT to operate efficiently and productively, the following roles have been established and must be assigned at every meeting. It shall be the decision of the members at the first meeting of the year to ***assign the roles to representatives for the entire year.***

- Chairperson (may not be an administrator, may choose an alternate, if absent)
- Secretary (may choose an alternate, if absent)
- Mediator
- Timekeeper
- Communicator

Description of roles:

Chairperson

- Meet with administrator and prepare agenda for the meetings (developed using input from members, administration and faculty/staff needs).
- Start and end meetings promptly.
- Make sure roles are assigned for the day's meeting.
- Welcome members and introduce any guests.
- Remind members of Mission Statement.
- Ensure 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 location 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.
- May choose an alternate, if absent

Secretary

State law requires full and accurate minutes be kept of all official meetings of GLT. The minutes shall reflect all actions taken, whether by vote or consensus and all subjects that were discussed. The secretary shall be responsible for an accurate set of minutes that shall 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 GLT.
- 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.
- Items that were placed on the agenda for the next meeting.
- The time the meeting was adjourned.
- The secretary shall word the minutes in a professional manner and be concise, specific and:
    - Ask for clarification if unsure of information before recording it.
    - Distribute minutes electronically **by the first Thursday following meetings**.
- May choose an alternate, if absent.

Timekeeper

- Facilitate the prompt beginning of the meeting. Contact late-arriving members, re-announce the meeting if necessary.
- Keep members on task. If conversation strays from the topic or if points are being repeated continuously, remind members of the topic at hand.
- If the meeting is continuing past the adjournment time, ask for consensus of whether to table remaining items for next meeting or continue meeting.

Mediator

- Take proactive role to help discussions remain calm and professional.
- Restate the objectives of the discussion, if necessary.
- Ask for clarification if someone has made a point that could be misconstrued.
- Restate a person's wording to make sure that what they said is what they meant.
- Ask for time for a member to make their point without interruption if necessary.
- Call "timeout" if a discussion gets out of control.
- Give feedback at the end of the meeting about effectiveness based on productivity and professionalism versus developing personal agendas.

Communicator

- E-mail the committee members with reminders of the tasks they need to have completed before the next meeting
- E-mail once by Thursday afternoon following the meeting
- E-mail again by Thursday of the week before the next meeting. This can be a copy of the first e-mail.

GLT Representatives

- Serve a two-year term on GLT.
- Attend meetings and arrive on time.
- If assigned a role, abide by the responsibilities and timelines assigned to that role.
- Submit constituency concerns to be placed on meeting agenda to Chairperson one week 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 requests.
- Meet with or e-mail constituency of all decisions made, and actions taken by GLT within one week following the meeting.

Article V – Meetings

Section 1. Meeting Day and Time.
GLT shall meet on the first Tuesday of every month. If school is closed or if there is a non-mandatory workday on the first Tuesday, GLT will meet on the fourth Tuesday of the month. If there is a remote learning day, meetings will be held via Microsoft Teams. If a rep is unavailable to attend the meeting, they will need to find a substitute of the same group they are representing for the meeting (unless there is an extenuating circumstance, I.e. grade-level field trip).

Meetings will take place in the General Greene Media Center from 3:00-4:15p. A vote must be taken to extend the meeting for an additional 15 minutes. If business of the team is not completed after the first extension, a second vote must be taken to extend the meeting for another 15 minutes. At the end of this time, any unfinished business will be carried over to the next meeting.

Section 2. NC Open Meeting Law
GLT meetings fall under the Open Meetings Law of North Carolina. The law dictates the following and GLT shall abide by the law:

a. GLT shall file a notice of the day, time and place of all regular meetings.
b. If a regular meeting time is changed, GLT shall file a notice of new meeting at least seven days prior to new meeting.
c. GLT shall abide by the following requirements for Special meetings – specially called meetings that are held on different days and at different times during the year than regular meetings require one of the following two methods of notification:
    - Post a notice or mail/deliver a notice to every person of GLT and those requesting the special meeting. In both cases, notice must be given 48 hours prior to the special meeting and notice must contain day, time and location of meeting. A notice may be posted on a centrally located bulletin board or on the door of the meeting place.

- If notices are mailed to interested persons, the intent is to provide at least 48 hours' notice.

Section 3. Quorum
Two thirds shall constitute a quorum for the transaction of any business. If at any meeting of GLT 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. Majority
A majority will be defined as 50% plus one for any vote/motion to pass except for any motion involving a bylaw.

Section 5. Meeting agendas
The agenda will be created using the format provided in Indistar.

Article VI Committees

Section 1. GLT Committees
Members of GLT shall have the authority to establish committees as needed to meet the purpose of GLT 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 GLT as requested.

Section 2. GLT Sub-Committees
1. Math Committee
2. Science/Technology Committee
3. ELA/Media/Social Studies Committee

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4. Math Committee
5. Science/Technology Committee
6. ELA/Media/Social Studies Committee

Article VII Parliamentary Authority

GLT will operate under the latest edition of **Robert's Rules of Order Newly Revised.**

Article VIII Amendment of Bylaws

GLT Bylaws may be amended with two thirds of the collected votes, if prior notice has been given during the prior meeting. Otherwise, it shall require a majority (50% plus one) of General Greene Faculty and Staff to amend any Bylaw.