

By-Laws of Southeast Middle School Leadership Team

Article I – Name

The name of the Southeast Middle School Site-Based School Improvement Team shall be the Southeast Leadership Forum (SELF).

Article II – Purpose

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

Section 1: Mission Statement of Southeast Middle School

At Southeast Middle School, we will challenge students to use their minds well, providing them with the curriculum instruction, assessment, and support they need to meet rigorous academic standards. Students can achieve their full potential in academic, creative, personal, physical, and moral development. We are responsive to students' developmental needs, engaging them in independent inquiry, reflective thinking, cooperative learning, and informed decision making. They learn to understand important concepts, develop essential skills, and apply what they learn to real-world problems. Our students are encouraged to be 21st century learners, good decision makers, and contributing participants in our society.

Section 2: Vision Statement of Southeast Middle School

At SEMS, we facilitate a personalized education in safe, supportive, technology rich environment that promotes ownership by the learner and individualized investigation of concepts. We are committed to building an environment where students show respect, exercise integrity, maintain self-control, and seek excellence in all they do.

Article III – Function

The function of the SELF 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 SELF

Members of the SELF shall consist of:

- A. School Principal
- B. One representative for Assistant Principals
- C. Curriculum Facilitator

- D. Media Specialist
- E. One representative for the guidance department
- F. One teacher representative for *each* grade level: 6, 7, 8
- G. One teacher representative for Physical Education
- H. One teacher representative for encore
- I. One teacher representative for Exceptional Children program
- J. School Treasurer
- K. At least one parent representatives for *each* grade level: 6, 7, 8

Section 2: Election Processes and Terms

- A. All members will be elected and serve for two (2) 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 SEMS 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 SEMS 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.
- F. If a parent representative does not attend three (3) consecutive meetings, they must resign from the SELF team. A new representative will be elected from the General membership following the guidelines set forth above.

Section 4: Election of SELF Staff Representatives

- A. Grade level representatives for teachers 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 SELF 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:

- C. In accordance with NC Open Meetings Law , the secretary will keep accurate minutes of all official meetings of SELF, including:
 - 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 that gave reports and any recommended action
 - 4. A list of all individuals and groups who addressed SELF
 - 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
- D. The secretary shall word the minutes in a professional manner and be concise and specific, asking for clarification if needed.
- E. The secretary shall facilitate distribution of the minutes electronically in a timely manner.
- F. 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 SELF
- B. Attend meetings and arrive on time
- C. Complete responsibilities of assigned roles on the committee
- D. Participate in SELF 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 e-mail constituency of all decisions made and actions taken by SELF within one week following the meeting

Article VI– Meetings

Section 1. Meeting Day and Time

- A. SELF will meet on the 2nd Tuesday of the month, from 4:00 – 5:30 in the SEMS Media Center. If a holiday or workday is scheduled for that Tuesday, SELF will meet on Wednesday.
- B. SELF will schedule morning meetings once a quarter in order to facilitate working parents' attendance if needed.

Section 2. NC Open Meeting Law

- A. SELF meetings fall under the NC Open Meeting Law.
- B. SELF shall file a notice of the day, time, and place of all regular meetings.
- C. If a regular meeting time is changed, SELF 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, SELF will post/deliver a notice to every person of SELF 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

Two thirds shall constitute a quorum for the transaction of any business. If at any meeting of SELF 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, SELF will operate under the constituency consensus process. Each representative has one vote and agrees 100% to support SELF 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 SELF members present.

Article VII Committees and Sub-Committees

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

Article VIII– Amendment of By-Laws

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