SAMPLE

**Bylaws**

of the

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School District**

**Act 93 Leadership Team**

**ADOPTED: [Insert Date]**

# Article I. Name

The name of this organization shall be the [District Name] Act 93 Leadership Team (hereafter referred to as "Leadership Team").

# Article II. Purpose

The Leadership Team of [District Name] recognizes that, second only to teaching, effective leadership has the greatest impact on student achievement. The purpose of this organization is to:

* Foster collaboration and trust among all Act 93 members.
* Promote shared leadership and professional growth.
* Provide input and feedback on matters affecting Act 93 personnel.
* Build a culture of accountability, teamwork, and lifelong learning.
* To protect the welfare of its members.

**Article III. Membership**

1. Members:
   1. Membership shall consist of certificated and non-certificated employees working under Act 93 Agreements within [District Name]. Specifically, membership shall be open to all employees of the District who meet the definition of a “School Administrator” under Section 1164 of the Pennsylvania Public School Code of 1949, as amended, and who are employed by the District in a position included within the District’s Compensation Plan for School Administrators, otherwise known as the “Act 93 Agreement.”
   2. Employees automatically become members upon being hired or transferred into an Act 93-eligible role.

## B. Rights and Responsibilities:

* 1. Voting: Each member shall be entitled to one vote on any action item brought to the full membership for vote. Each member entitled to vote at an election of Officers may cast one vote for as many persons as there are Officers to be elected and for whose election such member has a right to vote
  2. Participation: Members may participate in all Leadership Team meetings, events, and initiatives.
  3. Attendance: Members are encouraged to attend retreats and general meetings.
  4. Access: Members shall have access to communications and services provided by the organization.

**Article IV. Meetings**

1. Membership Meeting. A meeting of the members shall be held in the year prior to the last year of the Act 93 Agreement for the purpose of electing Officers and transacting such other business as may properly come before the meeting.
2. Special Meetings. A quorum (defined as 50% plus one) of the Officers may call special meetings of the members for any purpose.
3. Administrative Meetings. The Officers will aim to meet quarterly with the Superintendent, Assistant Superintendents, or other relevant central office leadership.
4. Place of Meetings. All meetings of members shall be held at the principal office of the Committee or at such other place within or without the District designated by the Officers, or by the members entitled to call a meeting of members.
5. Notice of Meetings. The Secretary shall deliver to each member entitled to notice of or to vote at the meeting, as soon as possible, written notice stating the place, date and time of the meeting and, in the case of a special meeting, the purpose or purposes for which the meeting is called.
6. Quorum. 50% of the members entitled to vote, represented in person [or by proxy], shall constitute a quorum at a meeting of the members. If less than a quorum of the members entitled to vote is represented at a meeting, a majority of the members so represented may adjourn the meeting from time to time without further notice.
7. Manner of Acting. The vote of a majority of the votes entitled to be cast by the members represented in person [or by proxy] at a meeting at which a quorum is present shall be necessary for the adoption of any matter voted upon by the members.
8. Proxies. A member may vote by proxy executed in writing by the member. Such proxy shall be filed with the Secretary before or at the time of the meeting.

**Article V. Officers**

1. General Powers & Positions. The affairs of the Leadership Team shall be managed by the Officers. The Officers of the Leadership Team shall be as follows:

* President
* President-elect
* Past President
* Secretary
* Treasurer

## Eligibility:

* 1. President-elect must have served at least one year on the Leadership Team and have at least [INSERT NUMBER] years of employment with the district.
  2. The President must meet the same criteria.
  3. Officers shall be members of the Leadership Team who are willing to serve as Officers.

## Officer Duties:

* 1. President: The President shall preside at all meetings of the Leadership Team and shall be an ex-officio member of any committees formed. The President shall serve on the Meet and Discuss Committee and represent the Leadership Team at all meetings with the Board of School Directors. The President shall be responsible for calling meetings and coordination of the Leadership Team’s activities.
  2. President-elect: The President-Elect shall perform any of the President’s duties in the President’s absence. The President-Elect shall perform any other duties delegated to him/her by the President. The President-Elect shall also serve on the Meet and Discuss Committee and represent the Leadership Team at all meetings with the Board of School Directors. The President-Elect shall undertake any additional responsibilities necessary to learn and assume the role of President at a later date.
  3. Secretary: The Secretary shall keep a record of the proceedings of all meetings of the Leadership Team and handle correspondence of the Leadership Team. The Secretary shall be responsible for the preservation of all records of the organization.
  4. Treasurer: The Treasurer shall receive all dues and other monies belonging to the Leadership Team (if any), shall make payments when properly authorized, shall keep an itemized account of receipts and expenditures and shall make resports of the balance at regular meetings. The Treasurer shall present to the Leadership Team the status of the accounts at the close of each year.
  5. Past President: The Past President shall provide continuity and serve in an advisory role for two years. At the request of the President or the President-Elect, the Past President may also assume the duties of the President or the President-Elect upon their absence.

## Elections; Removal; Vacancies; Compensation:

1. Officers are elected by majority vote at the Membership Meeting via secret ballot. Ties are broken by coin toss.
2. Any Officer may resign at any time by delivering written notice to the President or the Secretary, or by giving oral or written notice at any meeting of the Officers.
3. At a meeting of members called expressly for that purpose, one or more Officers (including the entire group of Officers) may be removed from office, with or without cause, by two thirds of the votes cast by members then entitled to vote on the election of Officers represented in person or by proxy at a meeting of members at which a quorum is present.
4. A vacancy in the position of Officer may be filled by the affirmative vote of a majority of the remaining Officers. An Officer who fills a vacancy shall serve for the unexpired term of his or her predecessor in office.
5. The Officers shall receive no compensation for their service as Officers but may receive reimbursement for expenditures incurred on behalf of the Leadership Team, to the extent any such funds are available through the collection of dues or otherwise.

# Article VI. Committees

1. Formation: The President may form standing, special, or ad hoc committees with approval of the Officers.
2. Chairpersons of Committees: Appointed by the President and accountable to the Leadership Team.
3. Vacancies on Committees: Shall be filled by the President with input from the outgoing chairperson where possible.

# Article VII. Parliamentary Procedure

Robert’s Rules of Order, Revised, shall govern this organization when consistent with these bylaws.

**Article VIII. Bylaws**

1. These bylaws may be amended by two-thirds vote of the membership of the Leadership Team, provided that all members shall have had at least fifteen (15) days’ prior notice of the proposed amendments prior to the time at which they shall be considered.
2. These bylaws may be suspended at any meeting of the Leadership Team provided that two-thirds of the members present concur. If the bylaws are suspended, only those items on the stated agenda may be transacted.

**Article IX. Dues**

1. The annual dues (if any) for membership in the Leadership Team, if any, shall be set by the membership upon an affirmative vote of two-thirds of the membership.
2. If the payment of dues is approved by the membership, the Officers may establish the annual deadline for payment.
3. Any member’s dues that remain outstanding more than thirty (30) days after the due date will become ineligible to vote on any matter of business before the Leadership Team.

**Article X. Meet and Discuss**

1. Consistent with these bylaws, the Officers of the Leadership Team shall serve as the Leadership Team’s representatives in meeting and discussing with the Board of School Directors to establish the terms and conditions of the Leadership Team’s Act 93 Administrator Compensation Plan, as contemplated and consistent with Section 1164 of the Pennsylvania Public School Code, as amended.
2. Other members of the Leadership Team may participate in the meet and discuss requirements upon approval of the majority of the Officers.

**Article XI. Representation of Leadership Team Members**

1. Any member of the Leadership Team that is requested or compelled to participate in an investigatory interview, Loudermill meeting or other meeting with the District’s executive leadership that they reasonably believe may result in discipline may request the attendance of a representative from the Leadership Team to attend along with them. Members recognize that any such representative support is voluntary, not a substitute for legal advice, and in no way is a guarantee of support or representation by the Leadership Team.
2. Only a member of the Leadership Team who voluntarily agrees to participate in any such meeting may attend as a representative. No member of the Leadership Team will be compelled to attend on behalf of another individual.

By an affirmative vote of [number] of [number] total members, these bylaws were duly adopted at a meeting of the Leadership Team occurring on [date].

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

President

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Vice President

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Treasurer

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Secretary