



# CONSTITUTION (Revised March 27, 2003)

## Article I: Name

The name of this organization shall be the Brighton Teacher Center Policy Board.

## Article II: Purpose

The Brighton Teacher Center will focus on the enhancement of teaching skills, the heightening of professional awareness, and the nurturing of professional growth and intellectual development of the Brighton Central School District staff.

## Article III: Programs

Programs organized by the Brighton Teacher Center may include, but not be limited to:

- Academic Leave Proposals
- Educational Project Leaves
- Action Research Studies
- Study Groups
- Workshops and Conferences
- Curriculum Development Projects
- Examination of Student Work and Data Analysis
- Technology Training
- Mini-Grants
- Mentoring Programs
- Professional Growth Plan Support

## Article IV: Responsibilities

The Brighton Teacher Center Policy Board and the Teacher Center Director are responsible for:

- Designing and implementing professional development opportunities that respond to identified annual and long-range building and district goals.
- Ascertaining and prioritizing annual and long-range professional development needs of the Brighton Central School District.
- Evaluating the effectiveness of professional development enhancing teacher knowledge and skills.
- Receiving, reviewing and recommending proposals in relation to professional development needs and opportunities.
- Assigning resources budgeted to the Teacher Center in support of agreed-upon professional development opportunities that support building and district goals.
- Publicizing professional development opportunities to all staff members of the Brighton School District.
- Preparing a grant request annually for grant funding from the New York State Education Department.
- Approving an annual budget
- Recruiting, retaining, and supporting personnel necessary to carry out the Center's mission.

## Article V: Disposition of Recommendations

The Director of the Brighton Teacher Center and the Chairman shall transmit recommendations of the Policy Board to the Superintendent.

## Article VI: Membership amendment

Teachers shall make up the majority of the Policy Board. Each year in September, the Chairman shall ensure that members will be determined as follows:

- At least 51% of board membership constituted by Brighton CSD teachers
- One Board of Education member
- One college or university representative
- One Brighton District parent representative
- One representative of business or industry
- One administrator designated by the Superintendent of Brighton Schools

In April, the Chairman shall be elected by a majority vote of the members of the Policy Board to serve a two-year term beginning in September of the next school year regardless of Policy Board membership tenure. The Chairman shall be a member of the Brighton teaching staff. The person elected Chairman shall have served at least one year as a Board member immediately before election. There are no term limits for policy board members.

Terms of office shall be as follows:

- 51% minimum representation of teachers – two years
- Board of Education Representative – two years
- College or University Representative – two years
- One Business and Industry Representative – two years
- One Brighton Parent Representative – two years
- At least one administrator appointed by the Superintendent of Brighton Schools – two years

## Article VII: Meetings

At first meeting of the year, the Policy Board shall set the calendar and agendas for the following year. Attendance of members is required at all meetings. It is the responsibility of the Steering Committee to train and orient new Policy Board members.

## Article VIII: Standing Sub-committees

There shall be four standing subcommittees as follows:

1. Steering Committee
2. Programming Committee
3. Induction Committee
4. Evaluation Committee

The Board may elect to set up other committees as required. The agenda and calendar for each subcommittee shall be set by that committee in October.

The Steering Committee will be composed of director, chairperson, and immediate past chairperson.

Membership on a committee is required of each Board member. Each building will assign one of their representatives to each of the standing committees.

The committees shall be empowered by the Board to make decisions pertinent to their committee work. Full reporting to the Board on these decisions is required.

## Article IX: Amending Constitution

The Policy Board has the right to amend the Constitution by 2/3 of the vote of the total membership.

# BYLAWS

## Bylaw I: Function and Duties of Members

**Section 1:** Members of the Policy Board will fulfill their responsibility as set forth In Article IV of the Constitution of the Brighton Teacher Center Policy Board.

**Section 2:** The Chairman and the Teacher Center Director shall communicate to the professional staff the activities and actions of the Policy Board through its designated membership channels.

**Section 3:** Members of the Policy Board interview and select all Teacher Center staff, including the Teacher Center Director.

## Bylaw II: Committees

**Section 1:** A Steering Committee shall be established consisting of the Chairman, Teacher Center Director, and immediate past chairman. The purpose of this committee shall be for the sharing of information regarding staff needs, district priorities and Teacher Center opportunities.

**Section 2:** Ad hoc committees may be appointed by the Chairman as needed.

## Bylaw III: Agendas

**Section 1:** An agenda shall be prepared for each Policy Board meeting and distributed in advance to each member.

**Section 2:** Any member of the professional staff may request that an item be placed on an agenda by notifying the Chairman prior to the scheduled meeting of the Policy Board.

**Section 3:** Any member of the professional staff may be permitted to present information or reports regarding agenda items. The Chairman must be notified in advance of those staff members who wish to be heard.

## Bylaw IV: Meetings

**Section 1:** Meetings of the Board are open to all professional staff members who wish to attend.

**Section 2:** A quorum shall consist of two-thirds of the membership of the Policy Board.

## Bylaw V: Procedures at Meetings

**Section 1:** Meetings shall be conducted according to Robert's Rules of Order, Revised.

**Section 2:** The Steering Committee shall recommend a decision-making process for issues placed before the Policy Board for a vote. Each Board Member shall have a vote. The Chairman shall vote only in case of a tie. The Director is a non-voting member. A quorum of 51% carries except in cases of amendments to the Constitution and By-Laws.

## Bylaw VI: Finance

**Section 1:** Programs undertaken by the Teacher Center may also be funded by outside sources. Any grant applications must be approved by the Policy Board.

**Section 2:** The Director of the Brighton Teacher Center with input from the Steering Committee shall present an annual budget report.