# Pine Street Elementary School
# School Improvement Council Bylaws

**Article 1**
**NAME OF ORGANIZATION**
The name of the organization is the Pine Street Elementary School Improvement Council ("the Council").

**Article 2**
**PURPOSE**

(A) The purpose of the Council is to:

(1) assist in the development, implementation, monitoring, and evaluation of the five-year School Improvement Plan (also known as the "Strategic Plan" or "the Plan");

(2) assist in the preparation of yearly Plan updates;

(3) assist the school in the development and implementation of the School Reading Plan as required by the Read to Succeed Act;

(4) write the annual *SIC Report to the Parents*, which is to be distributed no later than April 30 of each year;

(5) prepare, together with the Principal, the annual narrative for the *SC School Report Card*;

(6) provide advice on the use of school incentive award expenditures (if allocated by the legislature and awarded to the school); and

(7) provide other assistance as requested by the Principal or Spartanburg District 7 School Board ("the School Board").

(B) The Council will not have the powers and duties reserved by law or regulation to the School Board.

**Article 3**
**NUMBER AND TYPE OF SIC MEMBERS**

(A) The SIC will be made up of the following representatives:

(1) Three (3) parents elected by parents of students enrolled in Pine Street Elementary School ("the School");

(2) Three (3) teachers elected by teachers employed by the School, of whom one (1) must be a Kindergarten-2nd teacher; one (1) must be a 3rd grade-5th grade teacher; and one (1) must be a related arts teacher;

(3) Three (3) members of the local community appointed by the Principal. The Principal will make these appointments *from the non-parent portion of the community* and will strive to make appointments that reflect the diversity of the student body and local community;

(4) The Principal as an ex-officio voting member of the SIC; and

(5) The PTO Vice-President as a non-voting ex-officio member. The PTO Vice-President shall have a voice but not a vote. If the PTO Vice-President is unable to serve for any reason, the PTO Board of Directors shall appoint a designee.

(B) The SIC shall at all times be made up of a total of twice as many elected members as appointed members as required by state law. Ex-officio members are not counted in this calculation.

(C) Each elected and appointed member of the SIC shall have one vote. The Principal as an ex-officio member shall also have one vote.

(D) No SIC member may vote by absentee ballot or proxy.

**Article 4**
**NOMINATION AND ELECTION AND APPOINTMENT PROCEDURES**

(A) Nominations and elections for SIC parent and teacher representatives will be held each year no later than August 31. The specific date, time, and location that SIC nominations and elections are to be held will be determined by the SIC from year to year and publicized in advance within the school community. The Principal will appoint community member representatives, in consultation with elected SIC members, no later than September 15 of each year. Council members will assume their responsibilities immediately upon their election or appointment.

(B) The SIC, in consultation with the Principal, will develop and approve procedures for parent nominations and elections that are fair and encourage participation by all parents. The SIC and school will communicate information about SIC parent nomination and election schedules and procedures to all parents who are eligible to vote in a timely manner using the most effective methods of communication reasonably available.

(C) Teachers will nominate and elect their representatives to the SIC during a regularly scheduled faculty meeting.

(D) The SIC will keep the results of SIC parent and teacher elections on file, including the vote totals for all candidates, for a period of at least two (2) years.

(E) In order to comply with state law reporting requirements, the Principal or his/her designee will enter the names and contact information for the current school year's SIC members into the online *SC-SIC Member Network* no later than November 15.

(F) The SIC Chair will ensure that the names of all SIC members for the current school year are posted on the school website and/or published in the school newsletter.

**Article 5**
**TERMS OF OFFICE**

(A) Elected Members: The term of office for elected SIC members is two (2) years. Terms shall be staggered, so the terms of half of all SIC elected and appointed positions expire at the end of each year. The Council may, in its discretion, set the initial term of any elected member at less than two (2) years in order to stagger the terms. Upon expiration of the term of an elected member, the member shall be eligible for re-election to successive terms in office without limit.

(B) Appointed Members: The term of office for appointed SIC members is one (1) year. Upon expiration of the term of an appointed member, the member shall be eligible for re-appointment to successive terms in office without limit.

(C) Ex Officio Members: An individual holding the designated position shall continue to serve for so long as that individual holds such designated position.

**Article 6**
**SIC OFFICERS**

(A) The officers of the Council shall consist of a Chair, Vice-Chair, and Secretary. The SIC shall elect these officers from among its elected and appointed members. Officer elections will be held during the first regular meeting after the SIC has completed its elections and appointments for the year. The term of office for SIC officers is one (1) year. Officers shall be eligible for re-election to successive terms without limit.

(B) Any elected or appointed SIC member is eligible to run for SIC office except that all three (3) officer positions may not be held at the same time by the same type of elected representative. Ex-officio members, including the Principal, are not eligible to serve as, or vote in the election of, SIC officers.

**Article 7**
**DUTIES OF OFFICERS**

(A) The Chair shall preside at all meetings and have general supervision of the activities of the SIC. The Chair will work in partnership with the Principal in planning and directing the activities of the Council.

The Chair, in consultation with the Principal, shall prepare the agenda for all SIC meetings and ensure the agenda is sent to all Council members and posted publicly in a timely manner, but no later than 24 hours prior to the meeting. The Chair retains the right to modify the agenda if it is determined to be in the best interest of the Council and direct the pace of the meeting as best accomplishes the agenda. The Chair shall appoint members to standing and temporary committees as needed and shall serve as an ex-officio member of all committees.

(B) The Vice-Chair shall preside at meetings in the absence of the Chair and assist the Chair as requested.

(C) The Secretary is responsible for:

(1) keeping a full and accurate account of the proceedings and actions of all SIC meetings (minutes) and ensuring each Council member receives this information in a timely fashion following each meeting;

(2) preparing any official correspondence the Chair may request;

(3) ensuring the SIC maintains a file in the school's administrative offices that contains copies of past meeting agendas, minutes, sign-in sheets, Council correspondence, *SIC Reports to the Parents* and the SIC bylaws; and

(4) maintaining a contact list of all SIC members that includes current telephone numbers and e-mail addresses.

**Article 8**
**SIC COMMITTEES**

(A) The SIC may establish, by a majority vote recorded in the meeting minutes, one (1) or more standing committees as needed to assist in the efficient and effective operation of the Council.

(B) The SIC may also establish, by a majority vote recorded in the meeting minutes, one or more temporary committees made up of teachers, parents, business leaders, and other citizens to study specific issues and make recommendations to the Council. An individual need not be an SIC member in order to serve as a temporary committee chairperson or member; however, each temporary committee shall include at least one SIC member.

(C) The SIC Chair shall appoint the members of standing and temporary SIC committees and designate committee chairpersons.

(D) Such standing and temporary committees shall regularly report and remain accountable to the full SIC and their scope of work shall be limited to that assigned to them by the full SIC.

**Article 9**
**MEMBERSHIP TERMINATION AND VACANCIES**

(A) SIC membership shall terminate immediately upon the following:

(1) a parent representative no longer has a child enrolled in the school;

(2) a teacher representative no longer holds a teaching position at the school;

(3) an elected or appointed member misses three (3) consecutive scheduled meetings without proper notice to the Chair;

(4) an elected or appointed member submits a letter of resignation to the Chair; or

(5) an elected or appointed member is elected to the School Board.

(B) In the event that an elected parent or teacher representative's membership terminates before the end of his/her term, the individual who received the next highest number of votes in the most recent election shall fill the vacancy for the remainder of the term. If for any reason such an individual cannot be identified or is unwilling to serve, the SIC Chair, in consultation with the Principal and full SIC, shall appoint another eligible parent or teacher as appropriate to fill the vacancy for the remainder of the term.

(C) In the event that an appointed community member representative's membership terminates before the end of his/her term, the Principal shall appoint another eligible community member to fill the vacancy for the remainder of the term.

**Article 10**
**MEETINGS**

(A) The first regular SIC meeting of the school year shall be held no later than September 30.

(B) During the first meeting, the SIC will set a regular meeting schedule for the remainder of the school year. The schedule will be posted on the school website, included in the monthly school calendar, and/or otherwise posted in a prominent location in the school. The SIC will strive to schedule regular SIC meetings on days and times that meet the needs and preferences of parents and community members as well as teachers and administrators.

(C) The SIC shall meet at least six (6) times during the school year. The SIC Chair or Principal may call additional special meetings so long as all Council members are notified of the meeting at least 24 hours in advance. The SIC Chair, Principal, or committee chairperson may schedule committee meetings as needed so long as reasonable advance notice is provided to all committee members.

(D) All SIC meetings are open to the public. Persons who wish to be placed on the agenda must submit a request to the SIC Chair or Principal at least five (5) days before the meeting date. The Chair will time the agenda to ensure that Council business is properly conducted and that persons scheduled to speak have the opportunity to do so. The Chair may schedule a segment of the agenda for open comments from the public as needed and as time permits.

(E) The Principal or his/her designee shall be scheduled on the agenda of every regular SIC meeting to share information on school activities, successes and concerns. Committees will provide reports as scheduled.

**Article 11**
**SIC DECISION MAKING**

(A) Whenever possible, the SIC shall make decisions by consensus. If voting is necessary, a simple majority vote will be sufficient to constitute an action of the SIC. A simple majority of

the voting members of the Council will constitute a quorum so long as at least one (1) parent and one (1) teacher representative are present.

**Article 12**
**TRAINING**

(A) At the beginning of each school year, the SIC will ensure that members have access to information about their roles and responsibilities as well as information on school and local district policies and procedures. SIC members will be encouraged to attend School Improvement Council training workshops sponsored by the district office and/or the SC School Improvement Council (SC-SIC).

**Article 13**
**BYLAW AMENDMENTS**

(A) These bylaws may be amended at any regular SIC meeting by a two-thirds vote of those voting members present, provided that (1) the proposed amendments were previously introduced at a regularly scheduled meeting held within the last three months; (2) the proposed amendments were included in the minutes of that meeting and distributed to all members, and (3) the proposed amendments are listed as an agenda item for the current meeting.

Date Approved: April 2026
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