MONARCH ELEMENTARY SCHOOL

SCHOOL IMPROVEMENT COUNCIL BYLAWS

Union County Schools | Union, South Carolina

ARTICLE I - NAME

The name of this organization shall be the Monarch Elementary School Improvement Council (SIC), hereafter referred to as the Council.

ARTICLE II - PURPOSE

The purpose of the Monarch Elementary School Improvement Council is to bring together parents, educators, community members, and school leadership to work collaboratively toward the continued improvement of Monarch Elementary School.

The Council shall serve in an advisory capacity to the principal and shall carry out the responsibilities assigned to School Improvement Councils under South Carolina law.

1. Assist in the development, implementation, and evaluation of the school's improvement efforts and strategic goals.
2. Review and monitor progress toward school improvement goals.
3. Assist in preparing the annual Report to Parents.
4. Provide input and recommendations to the principal regarding school needs, programs, priorities, and improvement efforts.
5. Promote meaningful communication among parents, school staff, community members, and school leadership.
6. Encourage family and community involvement in the educational programs of Monarch Elementary School.
7. Support the school's mission of helping all students learn, grow, and succeed.

ARTICLE III - MEMBERSHIP

The Council shall include representatives of the major groups that make up the Monarch Elementary School community.

Membership shall include:

- Parents or guardians of students currently enrolled at Monarch Elementary School who are elected by parents/guardians.
- Teachers employed at Monarch Elementary School who are elected by the faculty.
- Community members appointed to serve on the Council.
- The principal, who shall serve as an ex-officio member.
- Other ex-officio members as permitted by South Carolina law and these bylaws.

At least two parents and two teachers shall be elected to the Council.

The composition of the Council shall comply with South Carolina law regarding the required proportion of elected and appointed members.

ARTICLE IV - ELECTIONS AND APPOINTMENTS

Parent representatives shall be elected by the parents or guardians of students enrolled at Monarch Elementary School.

Teacher representatives shall be elected by the faculty of Monarch Elementary School.

Every eligible parent/guardian and faculty member shall be provided an opportunity to participate in the appropriate election.

Elections shall be conducted in accordance with South Carolina law and completed by October 15 of each school year when elections are required.

Community representatives shall be appointed in accordance with South Carolina SIC requirements.

The Council should strive for membership that represents the diversity, interests, and needs of the Monarch Elementary School community.

ARTICLE V - OFFICERS

The Chairperson shall:

- Preside over Council meetings.
- Work with the principal to develop meeting agendas.
- Encourage participation by all Council members.
- Represent the Council when appropriate.
- Ensure that the work of the Council remains focused on school improvement.

The Vice Chairperson shall perform the duties of the Chairperson in the Chairperson's absence and assist with other responsibilities as needed.

The Secretary shall:

- Maintain accurate minutes of Council meetings.
- Maintain attendance records.
- Assist with Council correspondence and records.
- Ensure approved minutes and other required documents are maintained appropriately.

Officers shall be elected by the Council.

ARTICLE VI - MEETINGS

The Council shall meet regularly during the school year at times established by the Council.

Additional meetings may be called when necessary.

Meeting dates should be communicated to Council members in advance.

Meetings shall be conducted in accordance with applicable South Carolina laws governing School Improvement Councils and public meetings.

The Council should maintain:

- Meeting agendas
- Attendance records
- Meeting minutes
- Membership records
- Election records
- Reports and other official SIC documents

ARTICLE VII- QUORUM AND VOTING

A majority of the current voting members of the Council shall constitute a quorum for conducting official business.

Each voting member shall have one vote.

When possible, the Council should seek consensus. When a formal vote is necessary, action shall be approved by a majority of voting members present when a quorum exists.

The principal and other ex-officio members shall participate in accordance with applicable South Carolina SIC requirements.

ARTICLE VIII - COMMITTEES

The Council may establish standing or temporary committees to address specific school improvement priorities.

Committees may include Council members as well as other parents, faculty members, staff members, or community representatives whose expertise or participation would benefit the work of the committee.

Committees shall report their work and recommendations to the full Council.

ARTICLE IX - VACANCIES

If a vacancy occurs among elected or appointed members, the vacancy shall be filled in a manner consistent with South Carolina law and these bylaws.

A replacement member shall generally complete the remainder of the unexpired term.

ARTICLE X - RESPONSIBILITIES OF MEMBERS

Members of the Monarch Elementary School Improvement Council are expected to:

- Attend meetings regularly.
- Participate actively and respectfully.
- Review relevant school achievement and improvement information.
- Represent the interests of the entire school community.
- Maintain appropriate confidentiality regarding individual students and personnel.
- Support open communication between the school, families, and community.
- Participate in the development and review of the annual Report to Parents.
- Assist with school improvement initiatives and priorities.

The Council shall focus on schoolwide improvement and shall not serve as a forum for resolving individual student, parent, or personnel complaints.

ARTICLE XI- SCHOOL IMPROVEMENT AND REPORTING

The Council shall participate in the school's continuous improvement process as required by South Carolina law.

The Council shall review appropriate school data and information to help identify priorities, monitor progress, and provide recommendations.

The Council shall assist in preparing and distributing the school's annual Report to Parents, which communicates progress toward school and district goals and other information required by law.

ARTICLE XII - PARLIAMENTARY PROCEDURE

Meetings should be conducted in an orderly, collaborative manner.

When a procedural question is not addressed by these bylaws or applicable law, the Council may use generally accepted parliamentary procedure as guidance.

ARTICLE XIII - AMENDMENTS

These bylaws may be amended by the Council provided that:

1. The proposed amendment is presented to members prior to the meeting at which action will be taken.
2. A quorum is present.

3. The amendment is approved by at least a two-thirds vote of the members present and voting.
4. The amendment does not conflict with South Carolina law, State Board of Education requirements, Union County Schools policy, or other applicable requirements.

ARTICLE XIV - ADOPTION

These bylaws shall become effective upon approval by the Monarch Elementary School Improvement Council. They shall be reviewed periodically and revised as necessary to remain consistent with South Carolina law, district requirements, and the needs of Monarch Elementary School.

ADOPTION

Adopted on:	_____
SIC Chairperson:	_____
Signature:	_____
Principal:	_____
Signature / Date:	_____