C. E. Murray Middle School

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C E MURRAY MIDDLE

SCHOOL IMPROVEMENT COUNCIL (SIC) BYLAWS

ARTICLE I: NAME AND AUTHORITY

- **Section 1. Name:** The name of this organization shall be the **C E Murray Middle School Improvement Council** (hereinafter referred to as the SIC).
- **Section 2. Authority:** The SIC operates pursuant to applicable state laws, district policies, and board regulations. In the event of any conflict, governing law and district policy shall supersede these bylaws.

ARTICLE II: PURPOSE AND RESPONSIBILITIES

The purpose of the C E Murray Middle School SIC is to advise and work collaboratively with school leadership to foster student success during the critical middle school transition years. Its core responsibilities include:

1. **School Improvement Planning:** Assist in the development, implementation, monitoring, and evaluation of the school's multi-year school renewal/improvement plan, with a specific focus on academic growth/progress, student engagement, and social-emotional development, school climate, and teacher quality.
2. **Plan Updates:** Assist in the preparation of yearly updates and progress reports.

3. **Report to Parents:** Prepare and distribute the annual SIC "Report to the Parents" detailing progress toward goals and school achievements.
4. **School Report Card:** Collaborate with the principal to prepare the annual narrative for the State School Report Card.
5. **Liaison Role:** Serve as a communication bridge between the school, parents, community organizations, and the local school board.
6. **Additional Duties:** Provide other assistance or advice as requested by the principal or local school board, particularly regarding programs that support middle school student transitions (e.g., 5th-to-6th grade orientation and 8th-to-9th grade high school preparation).

Note: The SIC serves in an advisory capacity and does not possess powers or duties reserved by law or regulation for the local school board or administration.

ARTICLE III: MEMBERSHIP AND COMPOSITION

- **Section 1. Composition:** The council shall maintain a balanced representation reflecting the school community. The membership structure shall consist of:
    - **Elected Parents/Guardians:** 2 members elected by the parents of students currently enrolled in the school. (Efforts should be made to represent a mix of grade levels: 6th, 7th, and 8th grades).
    - **Elected Teachers:** 2 members elected by the school's faculty/teachers.
    - **Elected/Appointed Students:** 1 student representative, (Middle School Student Government President).
    - **Appointed Community Members:** 2 members (appointed by the principal from the local business, youth services, or residential community to ensure diverse representation).
    - **Ex-Officio Members:** The school **Principal** serves as an ex-officio member. Additional non-voting ex-officio positions may include representatives from the school's PTSA/PTO or local feeder elementary/high school liaisons.
- **Section 2. Voting Rights:** Every elected and appointed member has one vote. Ex-officio members (such as the principal) serve in a vital advisory capacity. Proxies or absentee ballots are **not permitted**.

ARTICLE IV: NOMINATIONS, ELECTIONS, AND APPOINTMENTS

- **Section 1. Timeline:** Elections for parent, teacher, and student representatives shall be held annually, no later than September 30.
- **Section 2. Procedures:**
    - Public notice of open positions and nomination procedures shall be distributed via school communication channels (e.g., school newsletters, digital apps, and website).
    - Parent and teacher elections shall be conducted fairly, allowing all eligible constituents a reasonable opportunity to vote.
    - Community members are appointed by the principal in consultation with elected members to maintain a balance of perspectives.

ARTICLE V: TERMS OF OFFICE

- **Section 1. Length of Term:**
    - Elected members shall serve terms of **two (2) years**.
    - Appointed community members shall serve terms of **one (1) year**.
    - Student representatives shall serve terms of **one (1) year**.
    - Terms should be **staggered** so that roughly half of the elected positions expire each year, ensuring institutional memory.
- **Section 2. Term Limits:** There is **no limit** on the number of terms a member may serve, provided they are re-elected or reappointed.
- **Section 3. Vacancies:** If an elected member vacates their seat early (e.g., if a student or parent moves away), the candidate with the next highest votes in the most recent election shall fill the remainder of the term. Appointed vacancies are filled by the principal.

ARTICLE VI: OFFICERS AND DUTIES

- **Section 1. Officers:** The officers of the SIC shall consist of a **Chairperson**, **Vice Chairperson**, and **Secretary**. Officers are elected annually by the full council at the first meeting of the academic year.
- **Section 2. Duties:**
    - **Chairperson:** Presides over all meetings, works in close partnership with the principal to plan agendas, and oversees council activities.
    - **Vice Chairperson:** Assumes the chairperson's duties in their absence and assists with special tasks or sub-committees.
    - **Secretary:** Keeps accurate written minutes of all meetings, maintains membership contact records, and archives official documents and reports.

ARTICLE VII: MEETINGS

- **Section 1. Frequency:** The SIC shall meet regularly during the school year, at least **once per month** (or a minimum of 7 per year).
- **Section 2. Schedule:** The meeting schedule for the year will be established during the first meeting and posted publicly for the school community.
- **Section 3. Quorum:** A simple majority of the total voting members shall constitute a quorum necessary to conduct official business.
- **Section 4. Decision Making:** Decisions should ideally be made by consensus. If a formal vote is required, a simple majority of voting members present carries the motion.

ARTICLE VIII: COMMITTEES

- **Section 1. Special/Ad Hoc Committees:** The chairperson may establish temporary committees (such as a Report Card Narrative Committee, Parent Engagement Sub-committee, or Transition Support Sub-committee) to carry out specific short-term tasks. These committees dissolve once their objective is complete.

ARTICLE IX: AMENDMENTS

- **Section 1. Procedure:** These bylaws may be amended at any regular meeting of the SIC by a two-thirds vote of the voting members present, provided that the proposed amendment has been submitted in writing at the previous meeting.

- **Section 2. Review:** Any amended bylaws should be submitted to the district or state SIC network (if applicable) to ensure alignment with statutory guidelines.