



SCHOOL IMPROVEMENT COUNCIL BYLAWS

ARTICLE I: Oakridge Middle School

The name of this organization will be the Oakridge Middle School School Improvement Council.

ARTICLE II: Purpose

The purpose of the Oakridge Middle School School Improvement Council will be to:

- Assist in the preparation, implementation, and evaluation of the 5-year comprehensive school improvement plan;
- Assist in the preparation of yearly plan updates;
- Assist with the development and monitoring of school improvement and innovation;
- Develop an annual school report to the parents and constituents of the school by the May break of each year to provide information on the school's progress in meeting the school goals and objectives;

- Provide advice on the use of school incentive grant awards;
- Serve as a liaison between the school, school organizations, and community by collecting and disseminating information about school improvement.

ARTICLE III: Representation and Membership

The Oakridge Middle School School Improvement Council will be composed of at least 9 members. All nominations will be solicited by the school at the start of the school year. The 9 members selected will be:

- Four parents of students in the school
- Two teachers from the school appointed by the principal
- Two community members appointed by the principal.
- One ex-officio members to include the principal

ARTICLE IV: Appointment Procedures

With the advice and counsel of the principal, appointments will be held no later than the third Thursday in September of each year and Council members will assume their responsibilities immediately.

The principal will provide parents with information about the upcoming appointments of parent representatives.

Parents will send in notices of willingness to serve and nominations will be returned to the principal by the second Friday of the school year. The nominations will be collected by the principal and be retained for one year by the Council.

Teacher representatives to the Council will be appointed by the principal as provided in Article III.

The names and addresses of all Council members will be forwarded by the secretary to School Improvement Council Assistance (SICA) at the University of South Carolina within 30 days following the appointments.

The School Improvement Council Chair will announce the names of all Council members by email following the appointments.

ARTICLE V: Tenure

All elected officers of the Council will serve two-year terms. Other members will serve one-year terms.

No limit will be set on the number of terms a member may serve.

The Council may establish committees made up of teachers, parents, business leaders, and other citizens to study specific issues and make recommendations to the Council.

These committees will not be permanent and will have no responsibilities beyond those outlined by the Council when established.

Membership on the Council will terminate if members:

- No longer have a student enrolled in the school or no longer live in the school;
- No longer hold a staff or faculty position at the school;
- Have missed three consecutive scheduled meetings without proper notice to the chairperson;

- Are not re-appointed to the Council; or
- Submit a letter of resignation to the chairperson.

In the event of any of the above situations, the chairperson will appoint a person who has officially expressed a willingness to serve and who meets criteria described in Articles III and IV above. The replacement will not serve a full term, but finish the term of the person replaced.

ARTICLE VI: Officers

The officers of the Oakridge Middle School School Improvement Council will consist of a chairperson, and secretary. The officers will be elected annually by the full Council membership in the first Council meeting of each academic year. At no time will these positions be held exclusively by all parents or School employees. Ex-officio members are not eligible to be officers of the Council.

ARTICLE VII: Duties of Officers

The chairperson will preside at all meetings and have general supervision of the activities of the Council. The chairperson will work with the principal in planning and directing the activities of the Council including monitoring committee progress.

In consultation with the principal, the chairperson will prepare an agenda for all Council meetings, arrange for the agenda to be emailed to each member at least one week before each meeting, and have the authority to modify the agenda if it is determined to be in the best interest of the Council's work. The chairperson will appoint temporary or standing committees as needed and serve as an ex-officio member of all committees.

The secretary is responsible for:

- Keeping a full and accurate account of the proceedings and transactions of all Council meetings;
- Providing a copy of the minutes to the Council members, all faculty members, the school improvement Council state contact person, and/or other appropriate school administrative staff within one week of the last meeting;
- Preparing any official correspondence that the chairperson may request;
- Maintaining a Council file in the school's administrative offices containing copies of all minutes, Council correspondence, the annual school improvement report, the annual summary report, and the current Council bylaws; and
- Maintaining a listing of the Council membership with current telephone numbers, home addresses, and email addresses.

ARTICLE VIII: Meetings

The Council will meet before scheduled extended weekends a minimum of 4 times during the school year. Special meetings may be called by the principal or chairperson as long as all Council members are notified of the meeting at least 24 hours in advance. The first Council meeting of the academic year will be called for the afternoon before the first extended weekend of the new school year.

A simple majority of the Council membership will constitute a quorum if at least one parent, one teacher, and one student representative are present. Council decisions should

be made by consensus. If voting becomes necessary, a simple majority will be sufficient for a vote on any issue. All Council meetings are open to the public, and anyone showing an interest in the Council and its activities will be encouraged to attend. Persons interested in presenting at a Council meeting may request to be put on the agenda no later than seven days before the meeting date.

ARTICLE IX: Training

An orientation session will be held annually for all Council members that includes information about Council roles, responsibilities, and functions as well as information on school policies and procedures. Council members may also attend school improvement Council training workshops sponsored by the Professional Development Section of the State Department of Education, or School Improvement Council Assistance (SICA) in the University of South Carolina's College of Education. The orientation for new members will take place during the 1st meeting. The principal will share information on school activities, successes, and concerns with Council members.

ARTICLE X: Amendments

These bylaws may be amended at any regular meeting of the Council by a two-thirds vote of those present provided that the specific amendments have been introduced at a prior meeting, included in the minutes of that meeting, and are listed on the agenda for the current meeting.