Getting Your Bylaws Ready for 2027-28

Make sure your council has current bylaws on file.

Beginning in the 2027–28 school year, current SIC bylaws on file will become a tracked compliance requirement. This year, SICs should locate their bylaws, review them for accuracy, make any needed updates, and upload the current version to the SIC Member Network.

1 LOCATE

Find the SIC's currently adopted bylaws.

Check the SIC's official records and appropriate school records. Make sure you are working from the most recently adopted version, including any amendments.

Can't find them?
Don't recreate them from memory or assume an old copy is current. See "We Can't Find Our Bylaws" below.

2 REVIEW

Make sure the bylaws still reflect current requirements and your SIC.

Review provisions addressing:

- Membership composition
- Elections and appointments
- Terms of service
- Officers and their responsibilities
- Vacancies
- Meetings and voting
- Committees, if applicable
- Amendments

3 UPDATE

Identify anything that needs to change.

Your SIC may find provisions that:

- no longer reflect current SIC requirements;
- do not match the council's current structure or practices;
- reference positions or procedures the SIC no longer uses; or
- need clarification.

REMEMBER:
Local bylaws cannot override requirements established by state law.

4 ADOPT

Follow your current bylaws for making amendments.

Review the amendment provisions in your existing bylaws before making changes. **Any action to amend or adopt bylaws should also follow applicable meeting and FOIA requirements**, including properly placing the matter on the meeting agenda. Document the SIC's action in the meeting minutes.

5 UPLOAD

Make sure the current version is the version on file.

- ☐ Retain the adopted bylaws with the SIC's official records.
- ☐ Clearly identify the date adopted or most recently revised.
- ☐ Upload the current bylaws to the **SIC Member Network**.

WE CAN'T FIND OUR BYLAWS. NOW WHAT?

If the SIC cannot locate its bylaws after a reasonable search of SIC and appropriate school records, **contact your District Coordinator or SC-SIC for guidance** before proceeding.

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SOUTH CAROLINA SCHOOL IMPROVEMENT COUNCIL