

New Providence Elementary School School Improvement Council Bylaws

Article 1

NAME OF ORGANIZATION

The name of the organization will be the New Providence Elementary School Improvement Council.

Article 2

PURPOSE

The purpose of the New Providence Elementary School Improvement Council will be to:

- (1) Assist in the development, implementation and evaluation of the five-year school improvement plan (also known as the school renewal plan or strategic plan).
- (2) Assist in the preparation of yearly plan updates;
- (3) In conjunction with the principal, write the annual Report to Parents, which provides information on the school's progress in meeting school and district goals and objectives, due for distribution by April 30;
- (4) In conjunction with the principal, prepare the annual 425-word narrative for the School Report Card;
- (5) Provide advice on the use of school incentive award expenditures (if allocated by the legislature and awarded to the school);
- (6) Participate in the revision of the School Improvement Plan based on the School Report Card information and rating;
- (7) Serve as liaison between the school, school organizations, the community and the local school board by collecting and disseminating pertinent information; and
- (8) Provide other assistance that the principal may request, as well as carrying out any other duties prescribed by the local school board.

The council will not have the powers and duties reserved by law or regulation to the local school board.

Article 3

REPRESENTATION AND MEMBERSHIP

The SIC will be made up of the following representatives:

- (1) Three parents will be **elected by the parents**.
- (2) Two teachers will be **elected by the teachers**. The principal may, in consultation with the chairperson, change the number of authorized teacher members not more than one-time for a designated academic year and simultaneous with, but not later than, an election for teacher members. Notwithstanding, the number of authorized teacher members must not

be less than two or more than three, and any change in the number of authorized teacher members is subject to the term of office of existing teacher members. Any change in the number of authorized teacher members must be made in writing and signed by the principal as an addendum to these Bylaws and shall continue in effect until a subsequent change is made pursuant to this provision.

- (3) Two representatives from the greater school community (“community members”) will be **appointed by the principal** where two teacher members are authorized and elected. Three community members will be appointed by the principal where three teachers are authorized and elected. *The appointments will be made from the non-parent portion of the community* with attention to the representation on the council in terms of race, sex, geography, grade level representation, or other variables important to the school.
- (4) A ratio of twice as many elected members as the number of appointed members will be maintained as mandated by state law, excluding ex-officio membership. At no time, however, will the number of appointed members exceed one-half the total number of elected members.
- (5) The school’s principal will serve as ex-officio member of the council. At least two of the following organizations or positions for New Providence Elementary School will serve on the council as additional ex-officio members: president of the parent teacher organization, School Resource Officer, immediate past chairperson of the School Improvement Council, Teacher of the Year, and/or a business partner. If the leadership of any of the named organizations or positions is unable to serve, an appropriate representative will be named by the organization sending the representative.
- (6) All members (excluding ex-officio) will have one vote. Absentee ballots or proxy voting will not be permitted.

Article 4

ELECTION AND APPOINTMENT PROCEDURES

Elections will be held no later than May 10 of each year for the following school year, and council members will assume their responsibilities immediately. The principal will make appointments to the council in consultation with the elected members no later than August 30 of the academic year and/or as needed to maintain a balance of elected to appointed members.

Information about the upcoming election of parent representatives will be printed in the school newsletter and other means of communication as needed. When possible, nominees will be asked to attend a parent teacher organization meeting where they will be introduced as candidates.

A ballot will be available to all parents/guardians of every student. Ballots may be made available through electronic means of communication in addition to printed ballots available at the school. In such instances, votes may either be submitted electronically or by delivery of a completed printed ballot to the school office. Ballots will be counted by the outgoing SIC members and retained at the school for one year by the school secretary.

Teacher representatives for the following school year will be elected by the faculty during a regularly scheduled faculty meeting prior to the end of the current school year.

The names and addresses of all council members will be forwarded to the school district's SIC contact within 30 days following the start of the new school year and the data will be entered into the SC-SIC membership online data base.

The names and contact information of all council members will be published in the school newsletter as soon as possible after the election. The names and contact information of appointed members will be published in the newsletter as soon as possible after the appointments are made.

Article 5

TENURE

All elected and appointed members of the council will serve 2-year terms. The terms are to be staggered. Ex-officio members will serve by virtue of the office they hold which is designated to be on the council.

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

The council may establish committees made up of teachers, parents, students, 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 when:

- (1) An Elected Parent no longer has a child enrolled in the school;
- (2) The teacher no longer holds a teaching position at the school;
- (3) Has missed three consecutive scheduled meetings without proper notice to the chairperson;
- (4) Submits a letter of resignation to the chairperson; or
- (5) Is elected to the district school board.

In the event of any of the above situations, the chairperson will appoint, in the case of an elected member, the person with the next highest number of votes in the most recent election. In the case of an appointed member, the principal will select a replacement. In both situations the replacement will finish the term of the person being replaced.

Article 6

SIC OFFICERS

The officers of the New Providence Elementary School Improvement Council will consist of a chairperson, vice chairperson, and secretary. The officers must have served on the council for at least one term and will be elected annually by the full council membership prior to/or at the last meeting of the outgoing academic year. At no time will these positions be held exclusively by teachers or

exclusively by parents. Ex-officio members are not eligible to be officers of the council nor to vote for the SIC officers.

Article 7

DUTIES OF OFFICERS

The chairperson will preside over 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.

The chairperson, in consultation with the principal, will prepare an agenda for all council meetings and ensure that the agenda will be sent to all council members at least one week prior to the meeting. The chairperson 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 chairperson will appoint temporary or standing committees as needed and serve as an ex-officio member of all committees.

The chairperson will serve on the Superintendent's Parent Advisory Council, along with one principal-appointed parent, on behalf of New Providence Elementary School. Meetings are typically held four times per year at the school district office. If the chairperson is unable to attend a SPAC meeting, the vice chairperson may attend in their place.

The vice chairperson will exercise all functions in the absence of the chairperson and assist the chairperson as needed. The vice-chairperson will serve as chair of one of the standing committees, selected in collaboration with the chairperson.

The secretary is responsible for:

- (1) Keeping a full and accurate account of the proceedings and actions of all council meetings (minutes) and ensuring that each council member receives this information in a timely fashion following each meeting;
- (2) Preparing any official correspondence that the chairperson may request;
- (3) Assisting in maintaining a council file in the school's administrative offices containing copies of all minutes, council correspondence, the annual school improvement report, the report to the parents, and the current council by-laws.
- (4) Maintaining a listing of council membership with current telephone numbers, addresses and (if available) e-mail addresses.

Article 8

MEETINGS

The meeting calendar for the academic year will be determined annually at the initial meeting of the newly elected council. The council will hold at least five regular meetings during the school year at a time mutually agreed upon by the principal and chairperson. Special meetings may be called by the chairperson or the principal as long as all council members are notified of the meeting at least 24 hours in advance. Committee meetings will be called as needed with at least one week's notice.

The first council meeting of the academic year will be held no later than September 30.

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 7 days before the meeting date. The chairperson will time the agenda to ensure that council business is properly conducted and that persons scheduled to speak will have the opportunity to do so. The chairperson has the option to schedule a segment of the agenda for open comments from the public as needed and as time permits.

At meetings, the principal or designee will be scheduled on the agenda to share information on school activities, successes and concerns. Committees will provide reports as scheduled.

Article 9

VOTING

Whenever possible, council decisions should be made by consensus. If voting becomes necessary, a simple majority will be sufficient for a vote on any issue. A simple majority of the council membership will constitute a quorum if at least one parent and one teacher representative are present.

Article 10

TRAINING

An orientation session will be held annually by the district for all council members that includes information about council roles, responsibilities, and functions, as well as information on school and local district policies and procedures. Council members will be encouraged to attend school improvement council training workshops sponsored by the district office and/or the South Carolina School Improvement Council (SC-SIC) of the University of South Carolina's College of Education.

Article 11

AMENDMENTS

These by-laws may be amended at any time by a two-thirds vote of the entire council membership or at any regular meeting of the council by a two-thirds vote of those present, provided that the proposed amendments are introduced at a prior meeting and included in the minutes of that meeting; or are given in writing to all members and a copy of the proposed amended bylaws is made publicly available at the school at least seven days prior to a vote. Where a vote to amend the bylaws is to take place outside a regular meeting of the council, notice of the vote must be provided in writing or by voice messaging to teachers, staff and parents/guardians of children attending the school. Where a vote to amend the bylaws is to take place at a regular meeting of the council, notice of the vote must be listed on the agenda for such meeting.

Date Approved: April 23, 2026