JOSEPH SHANKLIN ELEMENTARY SCHOOL
SCHOOL IMPROVEMENT COUNCIL BYLAWS

ARTICLE I
NAME

The official name of this organization shall be the Joseph Shanklin Elementary School Improvement Council (SIC).

ARTICLE II
PURPOSE

The School Improvement Council exists to support continuous school improvement by:

1. Participating in the review, development, implementation, and evaluation of the School Improvement Plan and related strategic initiatives.
2. Assisting with annual updates and revisions to school improvement goals and objectives.
3. Supporting the development and implementation of the school's literacy and reading initiatives as required by state law.
4. Preparing the annual SIC Report to Parents and distributing it according to established timelines.
5. Collaborating with the Principal to complete the narrative portion of the South Carolina School Report Card.
6. Providing input regarding school incentive funding and other resources when applicable.
7. Promoting communication among the school, families, community members, and district stakeholders.
8. Offering recommendations and assistance requested by the Principal or the local Board of Education.

The Council shall function in an advisory capacity and shall not assume duties or authority assigned by law to the school district or Board of Education.

ARTICLE III
MEMBERSHIP AND REPRESENTATION

A. The Council shall consist of the following members:

1. Two (2) parents or guardians elected by parents of students enrolled at Joseph Shanklin Elementary School.
2. Two (2) certified staff members elected by school faculty.
3. Two (2) community representatives appointed by the Principal, with efforts made to reflect the diversity and interests of the school community.
4. The Principal and Assistant Principal serving as an ex-officio member.

B. Membership composition shall maintain a ratio of two elected members for every one appointed member, as required by South Carolina law. Ex-officio members are excluded from this calculation.

C. Each elected and appointed member shall be entitled to one vote. Voting by proxy or absentee ballot shall not be permitted.

ARTICLE IV
NOMINATION, ELECTION, AND APPOINTMENT PROCESS

A. Elections for parent and teacher representatives shall be completed annually no later than August 31. Appointments of community members shall be finalized by September 15.

B. Election procedures shall be designed to encourage broad stakeholder participation and shall be communicated through available school communication platforms.

C. The Principal or designee shall ensure all SIC membership information is submitted to the SC-SIC Member Network by the required deadline.
D. Current SIC membership shall be posted on the school's website and/or shared through official school communications.

ARTICLE V
TERMS OF SERVICE

A. Parent and teacher representatives shall serve two-year terms.
B. Community representatives shall serve one-year terms.
C. Terms shall be staggered whenever possible to maintain continuity in Council membership.
D. Ex-officio members shall serve for the duration of the position they represent.
E. Members may serve multiple terms without limitation.

ARTICLE VI
OFFICERS

A. The officers of the Council shall be:

- Chairperson
- Vice Chairperson
- Secretary

B. Officers shall be elected by the voting membership at the first regular meeting following annual elections and appointments.
C. Officer terms shall be for one school year.
D. Ex-officio members are not eligible to hold office or vote in officer elections.

ARTICLE VII
RESPONSIBILITIES OF OFFICERS

Chairperson

The Chairperson shall:

1. Preside over all SIC meetings.
2. Collaborate with the Principal to establish meeting agendas and priorities.
3. Ensure meeting notices and agendas are distributed in a timely manner.
4. Appoint committee members and committee chairs as needed.
5. Serve as an ex-officio member of all committees.

Vice Chairperson

The Vice Chairperson shall:

1. Perform the duties of the Chairperson when the Chairperson is unavailable.
2. Assist with Council activities and committee coordination.

Secretary

The Secretary shall:

1. Maintain accurate meeting minutes.
2. Distribute minutes to Council members.
3. Prepare official correspondence as requested.
4. Maintain Council records, including agendas, minutes, reports, sign-in sheets, and bylaws.
5. Maintain current contact information for Council members.

ARTICLE VIII
COMMITTEES

A. The Council may establish standing committees to support ongoing initiatives.

B. The Council may create temporary committees or task forces to address specific issues, projects, or school improvement efforts.
C. Committee membership may include individuals who are not SIC members when their expertise or involvement would benefit the Council's work.
D. All committees shall report their findings and recommendations to the full Council for consideration.

ARTICLE IX
MEMBERSHIP VACANCIES AND REMOVAL

A. Council membership shall end when:

1. A parent representative no longer has a child enrolled at Joseph Shanklin Elementary School.
2. A faculty representative is no longer employed at the school.
3. A member misses three consecutive meetings without prior notification or acceptable justification.
4. A member resigns in writing.
5. A member becomes ineligible under applicable laws or district regulations.

B. Vacancies among elected members shall be filled by the next eligible candidate from the most recent election whenever possible. If no such candidate is available, the Council and Principal shall identify a qualified replacement.
C. Vacancies among appointed community members shall be filled by appointment of the Principal.

ARTICLE X
MEETINGS

A. The Council shall hold its first meeting of the school year no later than September 30.
B. During the first meeting, members shall approve a meeting calendar for the remainder of the school year.
C. Regular meetings shall occur monthly during the school year unless otherwise determined by the Council.
D. Special meetings may be called by the Chairperson or Principal with at least twenty-four (24) hours notice to Council members.
E. All meetings shall be open to the public.
F. The Principal or designee shall provide regular updates regarding school programs, achievements, priorities, and concerns.

ARTICLE XI
DECISION-MAKING AND VOTING

A. The Council shall seek consensus whenever practical.
B. When a vote is required, a simple majority of members present and voting shall determine the outcome.
C. A quorum shall consist of a simple majority of voting members, including at least one parent representative and one teacher representative.

ARTICLE XII
MEMBER ORIENTATION AND TRAINING

A. Members are encouraged to participate in training opportunities offered by the district and the South Carolina School Improvement Council

ARTICLE XIII
AMENDMENTS

These bylaws may be amended by a two-thirds (2/3) vote of Council members present at any regular meeting provided that:

1. The proposed amendment was introduced at a previous regular meeting;
2. The proposal was recorded in the meeting minutes and shared with Council members; and
3. The amendment appears as a published agenda item for the meeting at which the vote will occur.

Date Adopted: 10-25-2019