St. James Intermediate School

School Improvement Council (SIC) By-Laws

Horry County Schools | Murrells Inlet, South Carolina

ARTICLE I: NAME

The name of this organization shall be the St. James Intermediate School School Improvement Council (hereinafter referred to as the "SIC"), established pursuant to South Carolina law (S.C. Code Ann. § 59-20-60).

ARTICLE II: PURPOSE AND FUNCTION

The purpose of the SIC is to serve as an advisory committee to the school principal and building leadership, helping to guide continuous improvement and student achievement. In accordance with South Carolina legislation and guidance from the South Carolina Department of Education (SCDE), the SIC shall:

1. **Participate in Planning:** Assist in the development, implementation, and evaluation of the school's annual SIC report to the parents, the five-year school renewal plan, and school improvement initiatives.
2. **Advise on Operations:** Review and monitor school safety, learning environments, biophilic and facility design enhancements, and school-wide programs that foster student agency and educator well-being.
3. **Promote Engagement:** Foster increased communication and partnerships among parents, teachers, students, and community stakeholders.
4. **Prepare Reports:** Publish an annual report to parents regarding the progress of the school's goals by April 30th of each year.

ARTICLE III: MEMBERSHIP

Section 1. **Composition**
In accordance with South Carolina guidelines, the SIC shall maintain a balanced representation reflecting the school community:

- **Elected Parents:** A minimum number of parent representatives elected by the parent body.
- **Elected Teachers:** Teacher representatives elected by the faculty.
- **Appointed Community Members:** Community leaders and business partners appointed by the principal to ensure diverse representation.

- **Ex-Officio Members:** The building principal shall serve as an ex-officio member without voting rights. Additional administrative or support personnel may serve in ex-officio capacities as designated by the principal.

Section 2. **Terms of Office**
Elected and appointed members shall serve terms of two (2) years, staggered to ensure continuity of leadership and institutional knowledge. Members may be re-elected or re-appointed for subsequent terms.

Section 3. **Vacancies**
Any vacancy occurring on the SIC shall be filled for the unexpired term through appointment by the principal, with advice from the executive committee, ensuring representation of the affected constituency.

ARTICLE IV: OFFICERS AND DUTIES

Section 1. **Officers**
The officers of the SIC shall consist of a Chairperson, a Vice-Chairperson, and a Secretary, elected annually by a majority vote of the voting SIC membership at the first meeting of the operational school year.

Section 2. **Duties of Officers**

- **Chairperson:** Presides over all SIC meetings, sets agendas in collaboration with the principal, appoints committee chairs, and serves as the primary spokesperson for the SIC.
- **Vice-Chairperson:** Assumes the duties of the Chairperson in their absence and assists with administrative coordination.
- **Secretary:** Maintains accurate written minutes of all meetings, handles SIC correspondence, and ensures records are archived and accessible in accordance with district and state expectations.

ARTICLE V: MEETINGS

Section 1. **Frequency**
The SIC shall meet at least once a month during the academic school year. Special meetings may be called by the Chairperson or the principal as necessary.

Section 2. **Quorum**
A simple majority (greater than 50%) of the total active voting members shall constitute a quorum for the transaction of official business.

Section 3. **Open Meetings**
All SIC meetings shall be open to the school community and public stakeholders, adhering to collaborative transparency and community engagement principles.

ARTICLE VI: PARLIAMENTARY AUTHORITY

Meetings shall be conducted in an informal yet orderly manner, guided by consensus-building and collaborative decision-making. When procedural disputes arise, Robert's Rules of Order (Newly Revised) shall serve as the governing reference.

ARTICLE VII: AMENDMENTS

These by-laws may be amended at any regular meeting of the SIC by a two-thirds (2/3) vote of the voting members present, provided that the proposed amendment has been submitted in writing at least one week prior to the meeting. Amendments must align fully with South Carolina statutes governing school improvement councils.