BY LAWS OF BEECHWOOD MIDDLE SCHOOL IMPROVEMENT COUNCIL

1340 Highway 378
Lexington, SC 29072

ARTICLE I: NAME, PURPOSE, AND BASIC POLICIES

Section 1: NAME – The name of the organization shall be **BEECHWOOD MIDDLE SCHOOL IMPROVEMENT COUNCIL (SIC).**

Section 2: PURPOSE - The purpose of the Beechwood Middle School Improvement Council will be to:

a. Assist in the development, implementation and evaluation of the five-year school improvement plan (also known as the ***School Renewal Plan or Strategic Plan***).

b. Assist in the preparation of yearly Plan updates;

c. Write the annual ***SIC Reports to Parents***, which provides information on the school's progress in meeting school and district goals and objectives, due for distribution by April 30;

d. Prepare the annual narrative for the ***SC School Report Card***, in conjunction with the principal;

e. Provide advice on the use of school incentive award expenditures (if allocated by the legislature and awarded to the school);

f. Participate in the revision of the ***School Improvement Plan*** if the school is rated unsatisfactory on the School Report Card;

g. Serve as liaison between the school, school organizations, the community and the local school board by collecting and disseminating pertinent information; and

h. Provide other assistance that the principal may request as well as carrying out any other duties prescribed by the local school board.

Section 3: BASIC POLICIES – The following are basic policies of this organization:

a. The council will not have the powers and duties reserved by law or regulation to the school board.
b. The organization shall be noncommercial, nonsectarian, and nonpartisan.
c. The name of the organization or the names of any members in their official capacities shall not be used in any connection with a commercial concern.
d. The organization shall not, directly or indirectly, participate in any political campaign on behalf of, or in opposition to, any candidate for public office.

ARTICLE II: MEMBERSHIP REPRESENTATION

a. The SIC will be made up of the following representatives:

    1. Five (5) parents elected by parents of students currently enrolled at Beechwood Middle School.
    2. Two (2) teachers elected by teachers currently assigned to Beechwood Middle School.
    3. Three (3) members of the local community appointed by the Principal. The Principal will make these appointments from the non-parent portion of the community as stated by law and will strive to make appointments that reflect the diversity of the student body and local community.
    4. The Principal and the current PTA/PTO President (or officer appointed by the President) shall serve as ex-officio members of the SIC.

b. The SIC shall always be made up of a total of twice as many elected members as appointed members as required by state law. Ex-officio members are not counted in this calculation.

c. Each elected and appointed member of the SIC shall have one (1) vote. The Principal and PTA/PTO President as ex-officio members shall also have one (1) vote each.

d. Additional ex-officio positions may only be created by the SIC through a properly adopted amendment to these bylaws and be in accordance to state law. These additional ex-officio members have a voice but shall not be voting members of the SIC.

e. Absentee ballots or proxy voting will not be permitted.

ARTICLE III: NOMINATION, ELECTION, AND APPOINTMENT PROCEDURES

a. Nominations and elections for SIC parent and teacher representatives will be held each year no later than September 15. The specific date, time, and location that SIC nominations and elections are to be held will be determined by the SIC from year to year and publicized in advance within the school community. The Principal will appoint community member representatives, in consultation with elected SIC members, no later than October 15 of each year. Council members will assume their responsibilities immediately upon their election or appointment.

b. The SIC, in consultation with the Principal, will develop and approve procedures for parent nominations and elections that are fair and encourage participation by all parents. The SIC and school will communicate information about SIC parent nomination and election schedules and procedures to all parents who are eligible to vote in a timely manner using the most effective methods of communication reasonably available.

c. Teachers will nominate and elect their representatives to the SIC during a regularly scheduled faculty meeting.

d. The SIC will keep the results of SIC parent and teacher elections on file, including the vote totals for all candidates, for a period of at least two (2) years.

e. The Principal or his/her designee will submit the names and contact information for the current school year's SIC members to the district/state in accordance with state law procedures.

f. The SIC Chairperson will ensure that the names of all SIC members for the current school year are posted on the school website and/or published in the school newsletter.

ARTICLE IV: TERMS OF OFFICE

a. The term of office for elected SIC members is two (2) years. For appointed SIC members, the term of office is one (1) year. Terms will be staggered so that the terms of office of half of all SIC elected and appointed positions expire at the end of each year.

b. The term of office for an ex-officio member of the SIC will continue for as long as that individual holds the position or office that is represented on the SIC.

c. There is no limit on the number of terms that a SIC member provided they meet the qualifications as per these bylaws.

ARTICLE V: SIC OFFICERS AND DUTIES

Section 1: SIC Elected Officers – The Elected Officers of the Beechwood Middle School Improvement Council will consist of a Chairperson, Vice Chairperson, and Secretary. The SIC members will elect these officers from among its elected and appointed members. Officer elections will be held prior to the second (2^{nd}) regular meeting after the SIC has completed its elections and appointments for the year. The term of office for SIC officers is one year.

a. **Eligibility** - Any Elected or appointed SIC member is eligible to run for SIC office. Ex-officio members, including the Principal, are not eligible to serve as, or vote in the elections of SIC officers.

Section 2: Officer Duties

a. **Chairperson –** The Chairperson will preside at all meetings and have general supervision of the activities of the SIC. The Chairperson will work in partnership with the Principal in planning and directing the activities of the Council. The Chairperson, in consultation with the Principal, will prepare the agenda for all SIC meetings and ensure that the agenda is sent to all Council members and posted publicly in a timely manner, but no later than 24 hours 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 members to standing and temporary committees as needed and serve as an ex-officio member of all committees.

b. **Vice Chairperson** - The Vice Chairperson will preside at meetings in the absence of the Chairperson and assist the Chairperson as requested.

c. **Secretary** - The Secretary is responsible for:

1. Keeping a full and accurate account of the proceedings and actions of all SIC 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. Ensuring that the SIC maintains a file in the school's administrative offices that contains copies of past meeting agendas, minutes, sign-in sheets, Council correspondence, *SIC Reports to the Parents* and the SIC bylaws.

4. Maintaining a contact list of all SIC members that includes current telephone numbers, addresses and, whenever available, e-mail addresses

ARTICLE VI: SIC COMMITTEES

a. The SIC may establish, by a majority vote recorded in the meeting minutes, one or more standing committees as needed to assist in the efficient and effective operation of the Council.

b. The SIC may also establish, by a majority vote recorded in the meeting minutes, one or more temporary committees made up of teachers, parents, business leaders, and other citizens to study specific issues and make recommendations to the Council. An individual need not be a SIC member in order to serve as a temporary committee chairperson or member; however, each temporary committee shall include at least one (1) SIC member.

c. The SIC Chairperson will appoint the members of standing and temporary SIC committees and designate committee chairpersons.

d. Such standing and temporary committees shall regularly report and remain accountable to the full SIC and their scope of work shall be limited to that assigned to them by the full SIC.

ARTICLE VII: MEMBERSHIP TERMINATION AND VACANCIES

a. SIC membership shall terminate immediately upon the following:

1. a parent representative no longer has a child enrolled in the school;
2. a teacher representative no longer holds a teaching position at the school;
3. an elected or appointed member misses three (3) consecutive scheduled meetings without proper notice;
4. an elected or appointed member submits a letter of resignation to the Chairperson;
5. an elected or appointed member is elected to the district school board.

b. In the event that an elected parent or teacher representative's membership terminates before the end of his/her term, the individual who received the next highest number of votes in the most recent election shall fill the vacancy for the remainder of the term. If for any reason such an individual cannot be identified or is unwilling to serve, the SIC Chairperson, in consultation with the Principal and full SIC, shall appoint another eligible parent or teacher as appropriate to fill the vacancy for the remainder of the term.

a. In the event that an appointed community member representative's membership terminates before the end of his/her term, the Principal shall appoint another eligible community member to fill the vacancy for the remainder of the term.

ARTICLE VIII: MEETINGS

a. The first regular SIC meeting of the school year will be held no later than October 31th.

b. During the first meeting, the SIC will set a regular meeting schedule for the remainder of the school year. The schedule will be posted on the school website, included in the monthly school calendar, and/or otherwise posted in a prominent location in the school. The SIC will strive to schedule regular SIC meetings on days and times that meet the needs and preferences of parents and community members as well as teachers and administrators.

c. The SIC will meet a minimum of three (3) times during the school year. The SIC Chairperson or Principal may call additional special meetings so long as all Council members are notified of the meeting at least 24 hours in advance. The SIC Chairperson, Principal, or committee chairperson may schedule committee meetings as needed so long as reasonable advance notice is provided to all committee members.

d. All SIC meetings are open to the public and anyone showing an interest in the SIC and its activities will be encouraged to attend. Persons who wish to be placed on the agenda must submit a request to the SIC Chairperson or Principal at least five (5) 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 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.

e. The Principal or his/her designee will be scheduled on the agenda of every regular SIC meeting to share information on school activities, successes and concerns. Committees will provide reports as scheduled.

ARTICLE IX: 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 X: TRAINING

At the beginning of each school year, the SIC will ensure that members have access to information about their roles and responsibilities as well as information on school and local district policies and procedures. SIC members will be encouraged to attend School Improvement Council training workshops sponsored by the district office and/or the SC School Improvement Council (SC-SIC).

ARTICLE XI: BYLAW AMENDMENTS

These bylaws may be amended at any regular SIC meeting by a two-thirds vote of those present provided that:

1) the amendments were previously introduced at a regularly scheduled meeting held within the last three months;
2) were included in the minutes of that meeting and distributed to all members, **and**;
3) are listed as an agenda item for the current meeting

Date Approved: 11/18/2019