LANCASTER COUNTY SCHOOL DISTRICT CAREER CENTER

SCHOOL IMPROVEMENT COUNCIL (SIC)
OFFICIAL BYLAWS

ARTICLE I – NAME

The name of this organization shall be the Lancaster County School District Career Center School Improvement Council (LCSD Career Center SIC).

ARTICLE II – PURPOSE AND MISSION

The purpose of the School Improvement Council is to serve as an advisory organization that promotes continuous improvement, student achievement, career readiness, and community involvement at the Lancaster County School District Career Center.

The council will work collaboratively with school administration, faculty, parents, students, businesses, and community representatives to identify opportunities that enhance career and technical education.

ARTICLE III – GOALS AND OBJECTIVES

The goals of the SIC shall include:

1. Promote student achievement and career readiness.
2. Increase student exposure to local businesses, industries, and career opportunities.
3. Strengthen partnerships with local employers and community organizations.
4. Encourage career fairs, industry visits, guest speakers, internships, and work-based learning opportunities.
5. Support the development and improvement of Career Center programs and pathways.
6. Encourage student and parent participation in school improvement initiatives.
7. Identify resources and opportunities that support career and technical education.
8. Review school improvement goals and make recommendations to school administration.

ARTICLE IV – MEMBERSHIP QUALIFICATIONS AND COMPOSITION

Section 1. Membership shall consist of individuals who demonstrate an interest in supporting the mission and improvement of the Career Center.

Section 2. Membership may include:

- School administrators.
- Career and technical education instructors.

- Parents or guardians of students.
- Student representatives.
- Local business and industry representatives.
- Community leaders and stakeholders.
- Other individuals who support the Career Center's mission.

Section 3. Members shall demonstrate a willingness to participate in meetings, contribute ideas, support council initiatives, and promote positive school improvement.

Section 4. Members shall serve in an advisory capacity and maintain professional and respectful communication.

Section 5. Membership qualifications, selection procedures, and representation shall comply with applicable federal requirements for area vocational centers, district policies, and applicable state and federal laws.

ARTICLE V – OFFICERS AND LEADERSHIP

Section 1. The elected and appointed officers of the SIC shall consist of:

1. President
2. Chairperson
3. Secretary

Section 2. Officer/President shall be elected by the eligible voting members of the council.

Section 3. Officers shall serve two-year terms and may be reelected.

Section 4. Chairperson and Secretary will be appointed by the Career Center Director.

ARTICLE VI – DUTIES AND RESPONSIBILITIES OF OFFICERS

Section 1. President

The President shall:

1. Provide overall leadership and direction for the SIC.
2. Help establish annual goals and priorities.
3. Ensure the council remains focused on its mission and objectives.
4. Serve as the primary representative of the SIC when appropriate.
5. Work collaboratively with school administration and council leadership.
6. Monitor progress toward established school improvement goals.
7. Support communication and collaboration among council members.

Section 2. Chairperson

The Chairperson shall:

1. Preside over regular SIC meetings.
2. Collaborate with the President and school administration to develop meeting agendas.
3. Coordinate council activities and committee assignments.
4. Encourage participation and constructive discussion among members.
5. Ensure that meetings remain organized and focused.
6. Follow up on recommendations and action items.
7. Assist in communicating SIC activities and accomplishments.

Section 3. Secretary

The Secretary shall:

1. Record accurate minutes of all official SIC meetings.
2. Maintain meeting attendance records.
3. Distribute meeting agendas and approved minutes.
4. Maintain official SIC records, reports, and correspondence.
5. Keep an updated copy of the bylaws.
6. Maintain records of officer elections and committee assignments.
7. Assist with communication between council members.

ARTICLE VII – OFFICER ELECTIONS AND TERMS OF OFFICE

Section 1. Officer election shall be held every two (2) years (biennially) during a regularly scheduled School Improvement Council (SIC) meeting.

Section 2. Nominations shall be accepted from eligible council members.

Section 3. Officers shall be elected by a majority vote of eligible voting members present, provided a quorum is established.

Section 4. Elections may be conducted by voice vote or written ballot. A written ballot shall be used when there is more than one candidate for a position, and a member requests a confidential vote.

Section 5. Officers shall serve two-year terms beginning upon election and continuing until successors are elected.

Section 6. Officers may be reelected for additional terms.

Section 7. If an officer position becomes vacant, the council may conduct a special election to fill the vacancy for the remainder of the term.

ARTICLE VIII – MEETINGS

Section 1. The SIC shall meet at least eight times during the school year, with additional meetings scheduled as necessary.

Section 2. Meeting dates, times, and locations shall be established and communicated to members.

Section 3. Regular meetings shall be scheduled in advance.

Section 4. Special meetings may be called by the President, Chairperson, or school administration when necessary and consistent with applicable public meeting requirements.

Section 5. Meeting agendas shall be prepared and distributed in advance.

Section 6. Meeting minutes shall be recorded by the Secretary and maintained as official council records.

Section 7. Meetings shall comply with applicable South Carolina Freedom of Information Act requirements, including public notice, access, and recordkeeping requirements.

ARTICLE IX – QUORUM REQUIREMENTS

Section 1. A quorum shall consist of a majority of the council's eligible voting membership.

Section 2. A quorum must be present before official council business requiring a vote can be conducted.

Section 3. If a quorum is not present, members may discuss matters and receive updates, but formal voting shall be postponed.

ARTICLE X – VOTING PROCEDURES

Section 1. Each eligible voting member shall have one vote.

Section 2. Voting shall take place on motions, recommendations, and other official council business.

Section 3. A simple majority of eligible voting members present shall determine the outcome of a motion when a quorum is established.

Section 4. In the event of a tie, the motion shall not pass.

Section 5. Members may abstain from voting when appropriate.

Section 6. Voting shall be conducted in a fair and respectful manner.

ARTICLE XI – COMMITTEES

Section 1. The SIC may establish standing or special committees to address specific school improvement priorities.

Section 2. Committees may include:

1. Student Achievement and Career Readiness Committee

- Identify strategies that support student success.
- Promote college and career readiness.
- Encourage industry certifications and career exploration.

2. Business and Community Partnerships Committee

- Establish relationships with local businesses.
- Identify industry partners and guest speakers.
- Encourage job-shadowing and work-based learning opportunities.

3. Student and Parent Engagement Committee

- Encourage student and parent participation.
- Gather feedback and suggestions.
- Identify opportunities to improve communication and involvement.

4. Career Pathway Development Committee

- Review career pathway opportunities.
- Identify industry trends and workforce needs.
- Recommend opportunities to strengthen technical education programs.

Section 3. Committee members shall report their activities and recommendations to the SIC.

Section 4. The President and Chairperson may coordinate committee assignments and responsibilities.

ARTICLE XII – MEMBER RESPONSIBILITIES AND EXPECTATIONS

All members shall:

1. Attend scheduled meetings regularly.
2. Participate in discussions and decision-making.
3. Support the mission and goals of the Career Center.
4. Maintain professional and respectful communication.
5. Share ideas and recommendations that support school improvement.

6. Assist with identifying community resources and partnerships.
7. Maintain confidentiality when required by law or district policy.
8. Represent the interests of the Career Center and its students.

ARTICLE XIII – RECOMMENDATIONS AND ADVISORY ROLE

Section 1. The SIC shall serve in an advisory capacity to the Career Center and Lancaster County School District.

Section 2. The council may make recommendations regarding school improvement, student achievement, career readiness, community partnerships, and educational opportunities.

Section 3. Recommendations shall be presented to school administration for review and consideration.

Section 4. The SIC shall not assume responsibilities or authority reserved for school administrators, the district superintendent, or the Board of Trustees.

ARTICLE XIV – AMENDMENTS TO THE BYLAWS

Section 1. Proposed amendments may be submitted by any SIC member.

Section 2. Proposed amendments shall be presented and discussed during a regularly scheduled meeting.

Section 3. Amendments shall be reviewed by the council at two consecutive regular meetings before a vote for adoption.

Section 4. Approval shall require a two-thirds vote of eligible voting members present, provided a quorum is established.

Section 5. All amendments must comply with applicable laws, federal requirements, and district policies.

ARTICLE XV – ADOPTION OF BYLAWS

These bylaws shall become effective upon approval by the Lancaster County School District Career Center School Improvement Council and completion of any required district or other applicable review.

The bylaws shall be reviewed periodically to ensure they remain relevant and consistent with applicable requirements.

UPDATED APPROVAL AND ADOPTION

Date Presented: November 9, 2026

Date Approved: November 9, 2026

President: Tim Cureton

Chairperson: Daphne Lathan

Secretary: Kolin Hood

Career Center Administrator: Rodney Miller

Date of Implementation: November 9, 2026