Whitesville Elementary School
School Improvement Council Bylaws

The South Carolina Education Finance Act of 1977 and the Amendment by the Early Childhood Development and Academic Assistance Act of 1993 directs each school board of trustees to establish an advisory council at each school in the district. Pursuant to this Act, the following are Bylaws of the Whitesville Elementary School Improvement Council.

ARTICLE I: Goals and Activities

Section 1: The mission of the Whitesville Elementary School Improvement Council is to make recommendations to the principal to assist her/him on school related issues, programs, goals and activities. In order to accomplish this task, the council shall:

1. Assist in the preparation, implementation, and evaluation of the 5 year Comprehensive School Renewal Plan;
2. Assist in the preparation of yearly plan updates;
3. Assist with the development and monitoring of school improvement and innovation;
4. Provide an annual School Improvement Council "Report to the Parents" and constituents of the school by April 30th of each year to provide information on the school's progress in meeting the school and district goals and objectives;
5. Assist Principal in writing narrative for school report card.
6. Serve as a liaison between the school, school organizations, the community and the School Board of Berkeley County School District by collecting and disseminating information about school improvement.
7. Provide other assistance that the WES Principal may request.

Section 2: These Bylaws shall not be interpreted to usurp the authority of the board of trustees or the principal but shall be limited to activities prescribed by the Act and Berkeley County School District.

ARTICLE II: Membership

Section 1: The Whitesville Elementary School Improvement Council will be composed of the following members:

1. Minimum of two parents elected by the parents of students enrolled at the school.
2. Two WES teachers will serve two year terms. These will be the current and previous year Teacher of the Year.
3. Ex-officio members will include the WES Principal, the President of the WES PTO (or their appointee), and the Title I Facilitator.
4. Appointed Members will be selected by the WES Principal
5. There will be exactly twice as many Elected Members as Appointment members.

Section 2: Term of office. All elected members of the council shall serve for two-year terms and appointed members shall serve a one-year term. Terms of office shall begin at the first SIC meeting of the new school year, to be held within four (4) weeks of the first day that faculty reports for school.

Section 3: Voting rights. Each member shall be entitled to one vote and may vote on each issue submitted. Only members present may vote.

Section 4: The principal and the assistant principal, PTO president (or Board designee) and past PTO president shall be ex-officio members and shall have no voting rights. Their input is considered valuable to the Council.

Section 5: Eligibility and termination of membership. A member shall meet the following requirements:

1. Parents (elected) will have children attending that particular school for the next academic year; i.e., parents of matriculating students will be eligible only at the school their children will attend the coming year.
2. Teachers (elected) must be employed in the school.
3. Community appointees must work or reside in the attendance area of the school.
4. Membership is terminated by failure to meet eligibility requirements or by voluntary resignation.

Section 6: Replacement of members. In the event an elected member shall cease to serve, the next alternate shall serve. In case an appointed member shall cease to serve, the principal shall designate the new member. The replacement member shall serve the remaining term.

Section 7: Elections shall be held not later than May 15 of each year and shall be organized to give the best opportunity for most parents and faculty members to vote. Within 30 days the SIC

membership must be provided to the School Improvement Council Association. The appointment of the community members must be completed by October 1.

ARTICLE III: Officers

Section 1: Officers. The officers shall consist of a chairperson, vice-chairperson, secretary and other officers that are deemed necessary.

Section 2: Election and term of office. The officers shall be elected annually by the members of the council and shall serve for one year.

Section 3: Removal of officers. Any officer elected may be removed by a two-thirds vote of all members when the best interests of the council would be served.

Section 4: Chairperson. The chairperson shall preside at all meetings and shall perform all duties incident to the office of the chairperson (See Section IV).

Section 5: Vice-chairperson. The duties of the vice-chairperson shall be to cooperate with the chairperson in assigned duties, substitute during her/his absence, and perform other duties as may be assigned by the chairperson of the School Improvement Council.

Section 6: Secretary. The secretary will:

1. Keep the minutes of the meetings with a copy to be filed with the permanent records and a true and correct copy transmitted to the members and other persons as the council may deem necessary.
2. See that all notices are duly given in accordance with the provisions of the Bylaws.
3. Be a custodian of the council's records.
4. Keep a register of address and telephone numbers of members.
5. Perform all duties incident to the office of secretary and those as may be assigned by the chairperson.

ARTICLE IV: Meetings

Section 1: Regular meetings. The Improvement Council should schedule no fewer than six (6) meetings during each academic year.

Section 2: Special meetings. Special meetings may be called by the chairperson or by a majority vote.

Section 3: Agenda. Agendas for regular meetings shall be prepared by the chairperson, in cooperation with the principal, and shall be distributed no later than three (3) days prior to the meeting.

Section 4: Place. The principal shall provide a meeting place.

Section 5: Quorum. A majority of the voting members of the council shall constitute a quorum necessary for the transaction of business provided that at least one parent representative is present.

Section 6: Open meetings. All regular and special meetings shall be open to the public and representatives of the school district. Other attendees are not voting members, nor can they be involved in discussions without the council's permission.

ARTICLE V: Training

SIC members may attend school improvement council training workshops sponsored by the district office, the Professional Development Section of the State Department of Education, or the SC-SIC in the University of South Carolina's College of Education.

Training and technical assistance is available from the district, the State Department of Education, and on the SC-SIC webpage at www.sic.sc.gov.

ARTICLE VI: Amendments

These Bylaws may be amended by a two-thirds affirmative vote of the members. Notice of time, place and purpose of proposed amendment(s) to Bylaws shall be given in writing not less than ten (10) days prior to the date of the meeting at which such proposed amendment(s) are to be considered.

Date Approved: November 19, 2023