Marrington Middle School of the Arts
School Improvement Council Bylaws

Article 1
NAME OF ORGANIZATION

The name of the organization will be the Marrington Middle School of the Arts Improvement Council.

Article 2
PURPOSE

The purpose of the Marrington Middle School of the Arts Improvement Council will be to:

1) Assist in the development, implementation, and evaluation of the five-year school improvement plan (also known as the school renewal plan).

2) Assist in the preparation of yearly plan updates.

3) Write the annual Report to Parents, which provides information on the school's progress in meeting school and district goals and objectives, for distribution by April 30.

4) Prepare the annual 425-word narrative for the School Report Card, in conjunction with the principal.

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

6) Participate in the revision of the School Improvement Plan if the school is rated unsatisfactory on the School Report Card.

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

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

Article 3
REPRESENTATION AND MEMBERSHIP

1) Parents will be elected by the parents.

2) Teachers will be elected by the teachers.

3) Representatives from the greater school community will be appointed by the principal. The appointments will be made from the non-parent portion of the community with attention to the representation on the council in terms of race, sex, geography, grade level representation, or other variables important to the school.

4) A ratio of two-thirds elected members to one-third appointed members will be maintained as mandated by state law, excluding ex-officio membership.

5) The principal will serve as an ex-offico member of the council. Additional ex-officio members may serve on the council including, but not limited to, the following positions: the President of the Parent Teacher Student Organization, the immediate past chairperson of the School Improvement Council, the Teacher of the Year, a business partner, the Assistant Principal or an administrative intern.

6) All members will have one vote. Absentee ballots or proxy voting will not be permitted.

Article 4
ELECTION AND APPOINTMENT PROCEDURES

1) Elections will be held no later than October 13 of each year, and council members will assume their responsibilities immediately. The principal will make appointments to the council in consultation with the elected members by November 15 for the current school year and/or as needed to maintain a balance of elected to appointed members.

2) Information about the upcoming election of parent representatives will be posted on the school website and other means of communication as needed. Candidate information will be provided through a school newsletter. If 4 or fewer nominations are received for the parent positions, no election will need to be conducted.

3) If voting is required, it will be conducted via a Google Form.

4) Teacher representatives to the council will be elected by the faculty via a Google Form prior to October 13 each year.

5) The names and addresses of all council members will be forwarded to the school districts SIC contact within 30 days following the elections.

6) The names of all council members will be published on the school website as soon as possible after the election. The names of appointed members will be published on the website as soon as possible after the appointments are made.

Article 5
TENURE

All elected and appointed members of the council will serve 2-year terms. The terms are to be staggered. Ex-officio members will serve by virtue of the office they hold which is designated to be on the council.

No limit will be set on the number of terms a member may serve.

The council may establish committees made up of teachers, parents, business leaders, and other citizens to study specific issues and make recommendations to the council. These committees will not be permanent and will have no responsibilities beyond those outlined by the council when established.

Membership on the council will terminate when a member:

1) No longer has a child enrolled in the school,
2) No longer holds a teaching position at the school,
3) Has missed three consecutive scheduled meetings without proper notice to the chairperson,
4) Submits a letter of resignation to the chairperson, or
5) Is elected to the district school board.

In the event of any of the above situations, the chairperson will appoint a replacement; in the case of an elected member, the person with the next highest number of votes in the most recent election will be selected. In the case of an appointed member, the principal will select a replacement. In both situations, the replacement will finish the term of the person being replaced.

Article 6
OFFICERS

The officers of the Marrington Middle School of the Arts Improvement Council will consist of a chairperson, a vice chairperson, and secretary. The officers will be elected annually by the full council membership in the first or second council meeting of each academic year. At no time will these positions be held exclusively by teachers or exclusively by parents. Ex-officio members are not eligible to be officers of the council nor to vote for the SIC officers.

Article 7
DUTIES OF OFFICERS

The **chairperson** will preside at all meetings and have general supervision of the activities of the council. The chairperson will work with the principal in planning and directing the activities of the council including monitoring committee progress.

The chairperson, in consultation with the principal, will prepare an agenda for all council meetings. 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 to best accomplish the agenda. The chairperson will appoint temporary or standing committees as needed and serve as an ex-officio member of all committees.

The **vice chairperson** will exercise all functions in the absence of the chairperson and assist the chairperson as needed.

The **secretary** is responsible for:

1) Keeping a full and accurate account of the proceedings and actions of all council 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) Assisting in maintaining a council file in the school's shared drive containing copies of all minutes, council correspondence, the annual school improvement report, the report to the parents, and the current council bylaws.

4) Maintaining a listing of council membership with current telephone numbers, addresses, and e-mail addresses.

Article 8
MEETINGS

The meeting calendar for the academic year will be determined annually at the initial meeting of the newly elected council. The council will hold at least **six** regular meetings during the calendar year on the **second Thursday** of the month. Special meetings may be called by the chairperson or the principal as long as all council members are notified of the meeting at least 24 hours in advance. Committee meetings will be called as needed with at least one week's notice.

All council meetings are open to the public; anyone showing an interest in the council and its activities will be encouraged to attend. Persons interested in presenting at a council meeting may request to be put on the agenda no later than 7 days before the meeting date. The chairperson will time the agenda to ensure that council business is properly conducted and the person scheduled to speak will 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.

At meetings, the principal or designee will be scheduled on the agenda to share information on school activities, successes, and concerns. Committees, when applicable, will provide reports as scheduled.

Article 9
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 10
TRAINING

An orientation will be presented at the first SIC meeting that includes information about council roles, responsibilities, and functions as well as information on school and local district policies and procedures. Council members will be encouraged to attend school improvement council training workshops sponsored by the district office or state SIC.

Article 11
AMENDMENTS

These bylaws may be amended at any regular meeting of the council by a two-thirds vote of those present provided that the specific amendments have been introduced at a prior meeting, included in the minutes of that meeting, and are listed on the agenda for the current meeting.

Date Approved: 11/11/26