LEAVELLE MCCAMPBELL MIDDLE SCHOOL

1120 Weldon Way, Graniteville, SC 29829
803-663-4300 * 803-663-4302 fax

Ms. Carla Dupert
Principal
Dr. Sherrod Davis
Assistant Principal
Mr. Chris Neal
Assistant Principal

ARTICLE I. NAME

The name of this council shall be the Leavelle McCampbell Middle School Improvement Council (SIC), serving Leavelle McCampbell Middle School in Aiken County Public Schools, South Carolina.

ARTICLE II. PURPOSE AND RESPONSIBILITIES

The SIC serves as an advisory body that brings together parents, teachers, school administrators, and community members to support school improvement and student success. The council works collaboratively with school leadership and the school community.

The SIC shall:

- Assist in developing, reviewing, and monitoring the school improvement plan and related improvement priorities.
- Review relevant school information and help identify strengths, needs, and opportunities to improve student learning and school climate.
- Encourage meaningful family and community involvement in the life of the school.
- Share recommendations with the principal and, when appropriate, the district or other relevant stakeholders.
- Complete required SIC activities and reports in accordance with applicable South Carolina law, state guidance, and district procedures.
- Communicate council work and priorities to the school community while protecting confidential student and personnel information.

ARTICLE III. MEMBERSHIP AND COMPOSITION

The SIC shall include parent representatives, teacher representatives, community representatives, and the school principal, consistent with applicable South Carolina law and current district/state guidance. The council should reflect on the school community and encourage broad participation.

1. Parent representatives should be parents or guardians of students enrolled at Leavelle McCampbell Middle School and should not be employed by the school in a role that would disqualify them under applicable rules.

2. Teacher representatives should be elected or selected by the faculty in a manner consistent with applicable requirements.

3. Community representatives should have an interest in supporting the school and its students. Selection should follow applicable state and district guidance.

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4. The principal serves as a member and provides information and coordination but does not replace the representative voice of elected or selected council members.

5. The SIC shall confirm the required number and balance of members each year using current South Carolina and Aiken County Public Schools requirements. If these by-laws conflict with governing law or district policy, the law or policy controls.

ARTICLE IV. TERMS, SELECTION, AND VACANCIES

Members shall serve terms consistent with current state and district requirements, and the council's approved annual membership plan. To support continuity, SIC may stagger terms where permitted.

Parent and teacher representatives shall be selected through a fair, documented process communicated to the relevant school community. Community representatives shall be selected using a process approved by the SIC and consistent with applicable guidance.

A member who resigns or is no longer eligible creates a vacancy. The SIC may fill the vacancy using the same type of selection process used for that seat, for the remainder of the term, subject to applicable requirements. The secretary shall update the membership roster.

Members are expected to attend meetings, participate respectfully, review materials, and support the council's work. The SIC may discuss repeated absences and seek a replacement when allowed by applicable rules.

ARTICLE V. OFFICERS AND DUTIES

The SIC shall select a chairperson and may select a vice-chairperson and secretary. Officer selection shall occur annually or as needed.

Section 1. Chairperson

- Prepare meeting agendas in collaboration with the principal and other members.
- Facilitate meetings, encourage balanced participation, and keep discussion focused on SIC responsibilities.
- Coordinate council activities and communicate recommendations to the principal and council.
- Ensure that meeting notices and records are maintained as required.

Section 2. Vice-Chairperson

The vice-chairperson shall assist the chairperson and lead meetings when the chairperson is absent.

Section 3. Secretary

- Prepare or coordinate meeting minutes and maintain attendance records.
- Maintain the current membership roster, approved by-laws, and meeting records.

- Help distribute meeting notices, agendas, minutes, and other council communications.

Section 4. Principal

The principal shall provide school updates, relevant data, and information about the school improvement plan; support communication between the SIC and school; and help ensure the council's work aligns with applicable school, district, and state requirements.

ARTICLE VI. MEETINGS

The SIC shall meet regularly during the school year. The council should establish an annual meeting calendar and share it with members and the school community. Meetings may be held in person or through an approved virtual format when permitted.

Additional meetings may be called by the chairperson, the principal, or a majority of SIC members. Notice should be provided in advance whenever practicable and in accordance with applicable law and district guidance.

Meeting agendas should identify the date, time, location or access method, and topics for discussion. Members may suggest agenda items to the chairperson before the meeting.

Meetings shall be conducted respectfully and efficiently. The chairperson may use a recognized parliamentary procedure, such as simplified Robert's Rules of Order, when helpful and when not inconsistent with these by-laws or applicable requirements.

The SIC shall follow applicable South Carolina open-meeting, public-notice, and records requirements. Confidential student or personnel matters shall not be discussed in a manner that violates privacy laws or district policy.

ARTICLE VII. QUORUM AND VOTING

A quorum is the minimum number of members required to conduct official business. The SIC shall establish its quorum in accordance with applicable law and district/state guidance and record the adopted number in the minutes. Until confirmed, the council should not assume that an informal attendance count satisfies legal requirements.

Each eligible member has one vote. When a vote is needed, the chairperson shall state the motion clearly and record the outcome in the minutes. Unless a different threshold is required by law or these by-laws, motions shall be approved by a majority of eligible members present when a quorum exists.

The council should seek consensus when practical. Proxy voting shall not be permitted unless expressly allowed by applicable law and district guidance.

ARTICLE VIII. COMMITTEES AND WORK GROUPS

The SIC may establish committees or short-term work groups to address school improvement priorities, family engagement, school climate, data review, or other council responsibilities. The SIC shall identify each group's purpose, membership, and expected timeline.

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Committees shall report recommendations to the full SIC. A committee may not take action on behalf of the SIC unless the full council has authorized that action and the action is permitted by law and district policy.

ARTICLE IX. RECORDS AND COMMUNICATION

The SIC shall maintain accurate records, including the current by-laws, membership roster, meeting calendar, agendas, attendance, minutes, and relevant reports. Records shall be maintained and shared in accordance with applicable law and district procedures.

Minutes should summarize topics discussed, motions made, votes or decisions, and assigned follow-up actions. Draft minutes should be reviewed and approved by the council at a subsequent meeting.

The SIC shall communicate its purpose, meeting information, and major recommendations to families, staff, and community members through appropriate school-approved channels. Public communications should be coordinated with the principal and follow district communication procedures.

ARTICLE X. ETHICS, CONFLICTS OF INTEREST, AND CONFIDENTIALITY

Members shall act in the best interests of students and the school community, disclose potential conflicts of interest, and follow applicable ethics requirements. A member with a conflict should seek guidance and, when appropriate, refrain from participating in a related decision.

Members shall respect differing viewpoints and avoid using SIC membership for personal, political, or commercial advantage. Student records, personnel matters, and other protected information shall remain confidential as required by law and district policy.

ARTICLE XI. AMENDMENTS

These by-laws may be amended by a two-thirds vote of members present at a meeting where a quorum exists, provided the proposed amendment has been shared with members before the meeting. Amendments must comply with applicable state law, South Carolina Department of Education guidance, and Aiken County Public Schools policies. Approved amendments shall be recorded in the minutes and added to the official by-laws.

ARTICLE XII. ANNUAL REVIEW AND ADOPTION

The SIC shall review these by-laws at least annually and whenever relevant legal, state, or district requirements change. The council shall verify membership composition, officer roles, quorum, meeting procedures, and required duties during the annual review.

These by-laws become effective upon approval by the Leavelle McCampbell Middle School Improvement Council, subject to applicable law and district requirements.

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APPROVAL

Approved by the Leavelle McCampbell Middle School Improvement Council on:
10/15/26

SIC Chairperson: _____ Date: 10/28/26

Principal: _____ Date: 10/28/26