Bylaws

Every School Improvement Council must maintain a current set of bylaws.

Bylaws are the written rules that govern the organization and operation of the council. They establish the procedures the SIC will follow in conducting its business and help ensure continuity as membership changes over time.

Bylaws provide guidance on matters that may not be specifically addressed in state law, this handbook, or other applicable requirements.

Purpose

The purpose of SIC bylaws is to establish clear and consistent procedures for the operation of the council.

Effective bylaws help ensure that:

- Council operations remain consistent from year to year;
- Members understand how the SIC conducts its business;
- Leadership transitions occur smoothly; and
- The council conducts its work in a fair, transparent, and orderly manner.

COMPLIANCE REQUIREMENT

SIC bylaws must be consistent with South Carolina law, applicable regulations, and any other governing requirements. If a provision contained in an SIC's bylaws conflicts with state law or other applicable requirements, the law or governing requirement shall prevail.

Required Components

While SIC bylaws may vary from school to school, every set of bylaws must address, at a minimum:

- Membership categories and eligibility requirements;
- Election and appointment procedures;
- Officer positions and officer elections;
- Terms of office and procedures for filling vacancies;
- Quorum and voting requirements;
- Meeting procedures and public notice requirements;
- Committee structure, if applicable; and
- Procedures for amending the bylaws.

Additional provisions may be included as needed to support the operation of the council.

MORE RESOURCES

Additional guidance, model language, and tools for developing and revising SIC bylaws are available in the SC-SIC Bylaws Toolkit and **Resource Library**.

Adoption Process

SIC bylaws should be formally adopted by the council in accordance with procedures established by the SIC.

Bylaws should be reviewed periodically to ensure that they remain current and consistent with state law and the operational needs of the council.

SC-SIC recommends that newly established councils adopt bylaws as early as possible in the school year.

Amendment Process

SIC bylaws should include a clearly defined process for making amendments.

Amendments should be adopted only after members have been provided adequate notice and an opportunity to review proposed changes.

Any amendment adopted by the SIC must remain consistent with state law, applicable regulations, and other governing requirements.

BEST PRACTICE

Councils should review and update bylaws periodically to ensure consistency with state law and local practices.

SEE ALSO IN THIS HANDBOOK

For information about maintaining and submitting current SIC bylaws through the **SIC Member Network**, see Section 5: Annual Compliance Requirements.