CHESTER HIGH SCHOOL

SCHOOL IMPROVEMENT COUNCIL (SIC)
PROPOSED BY-LAWS

Chester County School District | Chester, South Carolina
DRAFT FOR COUNCIL REVIEW AND ADOPTION

ARTICLE I - NAME AND AUTHORITY

The name of this organization is the Chester High School School Improvement Council (SIC). The SIC is established pursuant to South Carolina Code of Laws Section 59-20-60 and applicable district policy. These by-laws are subordinate to applicable federal and state law, regulations, and district policy.

ARTICLE II - PURPOSE AND RESPONSIBILITIES

The SIC serves as an advisory body to the principal and school, providing broad-based participation in school improvement and innovation. The SIC shall assist with development and monitoring of the school improvement plan and updates; review progress toward school and district goals; contribute to the annual school report to parents and constituents; advise on school incentive grants when applicable; and provide other assistance requested by the principal or required by the school board. The SIC does not exercise powers reserved to the school board, superintendent, or principal.

ARTICLE III - MEMBERSHIP

Section 1. Composition. The Council shall have at least two (2) parents elected by parents of students enrolled at Chester High School, two (2) teachers elected by the faculty, and two (2) students elected by enrolled students. The principal shall serve ex officio. The principal shall appoint community representatives so that elected representatives constitute at least two-thirds of the elected and appointed membership, excluding ex-officio members. For the minimum six elected members, no more than three appointed community members may serve. The Council may vote to increase membership while maintaining the required composition and ratio.
Section 2. Representation. Membership should reflect the diversity and interests of the school community. Community representatives should contribute perspectives beyond those of elected parent, teacher, and student representatives.
Section 3. Ex-officio participation. The principal serves as an ex-officio, non-officer member. Additional nonvoting ex-officio advisers may be invited as consistent with applicable requirements.

ARTICLE IV - ELECTIONS, APPOINTMENTS, AND TERMS

Section 1. Elections. Parent representatives shall be elected by parents/guardians of enrolled students; teacher representatives by school faculty; and student representatives by enrolled students. Elections shall be conducted fairly, with reasonable notice, opportunities for nomination, and accessible voting procedures. Elections shall be completed no later than October 15 each school year, or an earlier date required by law or district guidance.
Section 2. Appointments. The principal shall appoint community representatives in accordance with applicable law and the elected-to-appointed ratio.
Section 3. Terms. Elected representatives generally serve two-year, staggered terms. A parent of a student or student in the final year of enrollment may serve a one-year term as permitted by law. Appointed community representatives serve two-year terms unless law or district guidance requires otherwise. Members may be reelected or reappointed if eligible.
Section 4. Vacancies. Vacancies in elected seats shall be filled through a fair election by the relevant constituency for the unexpired term; vacancies in appointed seats shall be filled by the principal. The Council shall document

replacements and maintain required membership records.

ARTICLE V - OFFICERS

Section 1. Officers. The SIC shall elect a Chair, Vice Chair, and Secretary annually from eligible voting members. The principal shall not serve as an elected officer.
Section 2. Duties. The Chair presides over meetings, develops agendas with the principal, and facilitates council work. The Vice Chair serves when the Chair is absent. The Secretary records and maintains minutes, attendance, and council records and supports meeting notices.
Section 3. Elections. Officers shall be elected by majority vote of voting members present at the organizational meeting, provided a quorum exists. Officer vacancies shall be filled at the next regular meeting.

ARTICLE VI - MEETINGS AND PUBLIC ACCESS

Section 1. Schedule. The Council shall meet regularly during the school year, with a goal of at least eight (8) meetings annually, or more frequently as needed. The annual meeting calendar shall be adopted and communicated to members and the public.
Section 2. Notice and records. Meetings, notices, agendas, minutes, and records shall comply with the South Carolina Freedom of Information Act and applicable district procedures. The Council shall make reasonable accommodations for public participation as required.
Section 3. Special meetings. The Chair may call a special meeting in consultation with the principal, subject to applicable notice requirements.
Section 4. Attendance. Members are expected to attend and participate. The Chair may contact members following repeated absences to determine whether continued service is feasible.

ARTICLE VII - QUORUM AND VOTING

A quorum consists of a majority of the currently seated voting members (elected and appointed). Each elected or appointed member has one vote. Ex-officio advisers, including the principal, do not vote under these proposed by-laws. Except where a greater threshold is specified, actions require a majority of votes cast by voting members present when a quorum exists. Proxy voting is not permitted. The Council shall seek consensus whenever practicable.

ARTICLE VIII - COMMITTEES AND WORK PLAN

The Council may establish committees or working groups for school improvement priorities, such as academic achievement, attendance, family engagement, school climate, and college/career readiness. Each group shall report recommendations to the full Council. The SIC shall establish annual goals informed by school data and the school improvement plan, assign action owners, and periodically review progress.

ARTICLE IX - ETHICS, CONFIDENTIALITY, AND COMMUNICATION

Members shall act respectfully and in the interest of students and the school community. The Council shall not discuss personally identifiable student information or confidential personnel matters in public meetings. Members shall disclose potential conflicts of interest and follow applicable district requirements. Official SIC communications shall be coordinated through the Chair and principal.

ARTICLE X - AMENDMENTS

Proposed amendments shall be submitted in writing to the Chair and shared with members in advance of a scheduled meeting. Amendments require approval by two-thirds of voting members present at a meeting with a quorum, subject to applicable law and district requirements. Any amendment that departs from the SC-SIC sample framework should be submitted to SC-SIC for review before it takes effect, consistent with SC-SIC guidance.

ARTICLE XI - ADOPTION AND REVIEW

These by-laws take effect only after approval by the Chester High School School Improvement Council and completion of any review required by SC-SIC or the district. The Council shall review the by-laws at least once every two years and whenever applicable legal or district requirements change.

ADOPTION RECORD

Approved by vote of the Chester High School School Improvement Council on: _____

SIC Chair: _____ Date: _____

Principal: _____ Date: _____

Drafting note: This is a locally prepared proposal, not the official SC-SIC high school sample. Confirm the actual council membership, election practices, and any district rules before adoption. SC-SIC advises that independently drafted by-laws be reviewed by its office before taking effect.

Reference: South Carolina Code Section 59-20-60; South Carolina School Improvement Council guidance on SIC by-laws and high school SIC composition.