

BYLAWS OF THE RUBY ELEMENTARY SCHOOL SCHOOL IMPROVEMENT COUNCIL

Ruby Elementary School
249 Thurman Avenue
Ruby, South Carolina 29741

Chesterfield County School District

Adopted: Tuesday 9/29/24
Revised: _____

ARTICLE I — NAME

The name of this organization shall be the Ruby Elementary School School Improvement Council, hereafter referred to as the School Improvement Council, SIC, or Council.

The Council is established pursuant to the South Carolina Education Finance Act and applicable provisions of the South Carolina Code of Laws, including Section 59-20-60, and shall operate in accordance with applicable federal and state laws, South Carolina Department of Education requirements, South Carolina School Improvement Council (SC-SIC) guidance, and applicable policies of Chesterfield County School District.

ARTICLE II — PURPOSE

Section 1. Purpose

The purpose of the Ruby Elementary School School Improvement Council is to provide a broad-based advisory body that brings together parents, educators, school leadership, and community representatives to support the continuous improvement of Ruby Elementary School.

The Council shall:

1. Assist in the development, review, implementation, and monitoring of the school's five-year School Improvement Plan and annual updates.
2. Identify and study areas of need and opportunity affecting student achievement, school climate, family engagement, and overall school improvement.

3. Establish annual SIC goals that support the school's identified improvement priorities.
4. Monitor progress toward SIC and school improvement goals.
5. Encourage meaningful participation by parents, families, educators, and community members in the life and improvement of the school.
6. Provide advice and recommendations to the principal and school leadership regarding school improvement and innovation.
7. Assist the principal and school in identifying and developing community partnerships and resources that support students and families.
8. Assist with preparation of the school's annual SIC Report to Parents and the Community.
9. Work with the principal, as appropriate, in the preparation of the school's narrative for the South Carolina School Report Card.
10. Provide such other assistance as may be requested by the principal or prescribed by the local school board, provided that such duties are consistent with applicable law.
11. Perform any other responsibilities assigned to School Improvement Councils by applicable state or federal law.

Section 2. Advisory Role

The SIC is an advisory body. Nothing in these bylaws shall be interpreted as granting the Council authority or responsibility reserved by law, regulation, or school district policy to the local school board, superintendent, principal, or other authorized school or district officials.

ARTICLE III — MEMBERSHIP

Section 1. Composition

The Ruby Elementary School SIC shall consist of elected members, appointed community members, and ex-officio members.

Because Ruby Elementary School is an elementary school, student representatives are not required by South Carolina law. The Council may establish student participation opportunities when appropriate and permitted by school and district policy.

A. Elected Members

The elected membership shall include, at a minimum:

- Two (2) parent representatives, elected by the parents or guardians of children enrolled at Ruby Elementary School; and
- Two (2) teacher representatives, elected by the faculty.

The Council may establish additional elected parent or teacher positions when needed to support effective representation, provided that the membership remains compliant with South Carolina law.

B. Appointed Community Members

Community representatives shall be appointed by the principal.

The number of appointed community representatives shall not exceed one-half of the total number of elected members, so that elected members constitute at least two-thirds of the combined elected and appointed membership, as required by South Carolina law.

Community representatives may include, but are not limited to:

- Local business representatives;
- Civic organization representatives;
- Faith-based or community organization representatives;
- Retired educators;
- Higher education representatives;
- Parents or community members serving in a community capacity;
- Representatives of agencies providing services to children and families; and
- Other individuals whose experience, knowledge, or community involvement can support the school's improvement efforts.

C. Ex-Officio Members

The principal shall serve as an ex-officio member of the SIC.

The Council may include additional ex-officio members as appropriate, including individuals holding leadership positions in school organizations or programs.

Ex-officio members shall not be counted when determining the required two-thirds ratio of elected to elected-and-appointed membership unless otherwise required by law.

Section 2. Eligibility

Parent Representatives

A parent representative must be the parent or legal guardian of a student enrolled at Ruby Elementary School at the time of election and during the member's term, subject

to applicable law regarding one-year terms for parents whose children are in their final year of enrollment at the school.

Teacher Representatives

A teacher representative must be a member of the Ruby Elementary School faculty eligible to participate in the faculty election.

Community Representatives

A community representative must have an interest in supporting the students, families, educators, and improvement efforts of Ruby Elementary School and must be appointed by the principal.

ARTICLE IV — ELECTIONS AND APPOINTMENTS

Section 1. Annual Elections

Parent and teacher elections shall be conducted annually as necessary to fill expiring terms and vacancies.

Elections shall be completed no later than October 15 of each school year, in accordance with South Carolina law.

The election process shall provide parents and faculty members a reasonable opportunity to participate.

Section 2. Parent Elections

Parent representatives shall be elected by the parents or guardians of children enrolled at Ruby Elementary School.

The school shall provide reasonable notice of the election and provide an accessible method for eligible parents or guardians to vote.

Section 3. Teacher Elections

Teacher representatives shall be elected by the faculty of Ruby Elementary School.

The school shall provide reasonable notice of the election and provide an accessible method for eligible faculty members to vote.

Section 4. Community Appointments

Community representatives shall be appointed by the principal.

The principal should consider the Council's current membership, school needs, community resources, diversity of perspectives, and the school's improvement priorities when making appointments.

Section 5. Election Procedures

The Council, in cooperation with the principal, shall establish election procedures consistent with these bylaws, state law, district policy, and SC-SIC guidance.

Election procedures may include:

1. Publicizing available positions;
2. Soliciting nominations;
3. Establishing reasonable nomination deadlines;
4. Providing candidate information to eligible voters when appropriate;
5. Conducting confidential ballots when practicable;
6. Counting votes fairly and accurately; and
7. Maintaining appropriate election records.

ARTICLE V — TERMS OF OFFICE

Section 1. Length of Terms

Elected members shall serve two-year terms, unless a one-year term is permitted by South Carolina law.

Parents whose children are in their final year of enrollment at Ruby Elementary School may serve a one-year term as permitted by state law.

Section 2. Staggered Terms

Terms shall be staggered so that approximately one-half of the elected positions expire each year.

When necessary to establish or restore staggered terms, terms may initially be determined by lot in accordance with applicable law and SC-SIC guidance.

Section 3. Commencement of Terms

Newly elected members shall begin their terms following certification of the election and completion of any required membership reporting procedures.

Section 4. Re-Election

Members may be re-elected if otherwise eligible. There shall be no limit on the number of terms an eligible member may serve unless otherwise established by district policy or amended by these bylaws.

ARTICLE VI — VACANCIES AND REMOVAL

Section 1. Vacancies

A vacancy in an elected parent or teacher position shall be filled according to the following procedures:

1. If the vacancy occurs during the school year, the Council may recommend a temporary replacement consistent with applicable law and district procedures.
2. The remaining term shall be filled through an election when required.
3. The replacement member shall serve the remainder of the unexpired term.
4. Any replacement process shall preserve the required membership composition and elected-to-appointed ratio.

A vacancy in an appointed community position may be filled by appointment of the principal.

Section 2. Attendance

Members are expected to attend all regularly scheduled SIC meetings.

Consistent with SC-SIC recommended practices, a member who has three or more unexcused absences during a school year may be subject to replacement.

Before a member is removed for attendance, the Chairperson or principal should communicate with the member regarding the absences and determine whether circumstances warrant an excused absence or other action.

Section 3. Removal

An elected member may be removed only through procedures consistent with applicable law and district policy.

An appointed community member may be replaced by the principal.

Nothing in this Article shall interfere with any rights or requirements established by state law or district policy.

ARTICLE VII — OFFICERS

Section 1. Officers

The officers of the SIC shall be:

1. Chairperson;
2. Vice Chairperson; and
3. Secretary/Recorder.

The Council may establish additional officer positions when necessary.

Section 2. Election of Officers

Officers shall be elected annually by the Council at the first regular meeting following the completion of annual elections and appointments.

The Chairperson, Vice Chairperson, and Secretary/Recorder shall be elected from among the voting SIC members.

The principal shall not serve as Chairperson.

Section 3. Chairperson

The Chairperson shall:

1. Preside over SIC meetings;
2. Work with the principal and members to develop meeting agendas;
3. Facilitate orderly and productive discussion;
4. Ensure that the Council remains focused on its purpose and goals;
5. Establish committees and appoint committee chairs when appropriate;
6. Coordinate SIC activities;
7. Serve as an official spokesperson for the Council when authorized;

8. Ensure that required reports and documents are completed with appropriate assistance;
9. Encourage participation from all Council members; and
10. Perform other duties assigned by the Council.

Section 4. Vice Chairperson

The Vice Chairperson shall:

1. Assist the Chairperson;
2. Preside over meetings when the Chairperson is absent or unable to serve;
3. Assist with committee coordination and SIC projects; and
4. Perform other duties assigned by the Chairperson or Council.

Section 5. Secretary/Recorder

The Secretary/Recorder shall:

1. Maintain accurate minutes of SIC meetings;
2. Record attendance;
3. Record motions, actions, and votes;
4. Distribute draft minutes to Council members;
5. Maintain approved minutes and SIC records;
6. Assist with required reports and correspondence; and
7. Perform other duties assigned by the Council.

ARTICLE VIII — MEETINGS

Section 1. Regular Meetings

The SIC shall meet regularly throughout the school year.

The Council should meet at least eight (8) times during each school year, consistent with SC-SIC recommended practices.

The Council shall establish its annual meeting calendar at the beginning of each school year.

Section 2. Special Meetings

Special meetings may be called by:

- The Chairperson;

- The principal; or
- A majority of the voting members.

Reasonable notice of a special meeting shall be provided in accordance with the South Carolina Freedom of Information Act and applicable district procedures.

Section 3. Open Meetings

SIC meetings shall be open to the public except when a meeting or portion of a meeting may lawfully be closed pursuant to South Carolina law.

The SIC shall comply with applicable provisions of the South Carolina Freedom of Information Act, including requirements concerning public notice, agendas, open meetings, and minutes.

Section 4. Meeting Notice

The annual schedule of regular SIC meetings shall be publicly posted or otherwise provided as required by law and district procedures.

Agendas for meetings shall be publicly posted in accordance with the South Carolina Freedom of Information Act.

For regular, special, called, or rescheduled meetings, required notice shall be provided at least twenty-four (24) hours in advance, except where an applicable emergency exception exists.

Section 5. Public Participation

Members of the public are encouraged to attend SIC meetings.

The Chairperson may establish reasonable procedures for public comment in order to provide members of the public an opportunity to be heard while maintaining an orderly meeting.

Individuals wishing to address the Council may be asked to submit a request to the Chairperson or principal in advance of the meeting.

Public comment procedures shall be administered consistently and in accordance with applicable law and district policy.

Section 6. Meeting Agenda

The Chairperson and principal shall work collaboratively to develop the agenda for each meeting.

Agenda items should relate to:

- School improvement;
- SIC goals;
- School data;
- Family and community engagement;
- The School Improvement Plan;
- SIC projects and activities;
- Required reports;
- Council business; and
- Other appropriate matters within the Council's advisory responsibilities.

Section 7. Minutes

Written minutes shall be maintained for all SIC meetings.

Minutes shall include, at a minimum:

1. Date, time, and location of the meeting;
2. Members present and absent;
3. Matters discussed or acted upon;
4. Motions and actions taken;
5. Votes when applicable; and
6. Other information required by law.

Minutes shall be maintained as public records in accordance with applicable law and district procedures.

ARTICLE IX — QUORUM AND VOTING

Section 1. Quorum

A quorum shall consist of a simple majority of the voting membership of the Council.

Ex-officio members who do not have voting rights shall not be counted when determining the voting membership or quorum.

Section 2. Voting Rights

Each elected or appointed voting member shall have one vote.

The principal and other ex-officio members shall vote only if designated as voting members in accordance with these bylaws and applicable law.

Section 3. Consensus

The Council shall seek to make decisions through consensus whenever practical.

When consensus cannot be reached or when a formal vote is appropriate, a motion may be made and voted upon.

Section 4. Majority Vote

Unless otherwise required by law or these bylaws, an action of the Council shall require a simple majority of members present and voting, provided a quorum is present.

Section 5. Conflict of Interest

Members shall disclose any actual or potential conflict of interest concerning an item before the Council.

Members shall comply with applicable state law, district policy, and ethical requirements regarding conflicts of interest.

ARTICLE X — COMMITTEES

Section 1. Standing and Ad Hoc Committees

The SIC may establish standing or ad hoc committees to support its work.

Possible committees include:

- School Improvement and Data;
- Family and Community Engagement;
- SIC Report to Parents;
- Communications;
- Community Partnerships; and
- Other committees established by the Council.

Section 2. Committee Membership

Committee membership shall be open to SIC members as appropriate. The Council may invite school staff, parents, community members, or other stakeholders to assist committees when permitted by district policy.

Section 3. Committee Responsibilities

Committees shall:

1. Work within the goals established by the SIC;
2. Report their activities and recommendations to the full Council;
3. Maintain appropriate records; and
4. Make recommendations rather than independently exercise authority reserved for the full Council or school/district administration.

Section 4. Committee Meetings

Committees shall comply with applicable South Carolina open-meeting and public-notice requirements when the committee constitutes a public body or otherwise falls within the requirements of applicable law.

ARTICLE XI — SCHOOL IMPROVEMENT AND ANNUAL GOALS

Section 1. School Improvement Plan

The SIC shall assist the school in reviewing and monitoring the implementation of the school's five-year School Improvement Plan and annual updates.

Section 2. Data Review

The Council should regularly review appropriate school data to identify needs, monitor progress, and inform SIC goals.

Data may include, as appropriate:

- Student achievement;
- Attendance;
- School climate;
- Family engagement;
- Student support indicators;
- School Report Card information;

- Surveys and stakeholder feedback; and
- Other information relevant to school improvement.

Individual student records and other confidential information shall not be disclosed or discussed in violation of federal or state privacy laws.

Section 3. Annual SIC Goals

The SIC shall establish one or more annual goals that:

1. Address an identified school need or opportunity;
2. Are measurable when practical;
3. Align with the school's improvement priorities; and
4. Can be supported through SIC collaboration, advocacy, community engagement, or other appropriate activities.

ARTICLE XII — REPORT TO PARENTS AND COMMUNITY

Section 1. Annual Report

The SIC shall prepare and distribute an annual SIC Report to Parents and the Community describing the Council's activities, goals, accomplishments, and progress related to school improvement.

Section 2. Required Content

The report should include, as appropriate:

1. SIC membership;
2. SIC goals;
3. Activities and strategies undertaken;
4. Progress toward goals;
5. Information regarding school improvement priorities;
6. Partnerships and community engagement;
7. Recommendations or areas for continued attention; and
8. Other information required by law, SC-SIC, SCDE, or the school district.

Section 3. Reporting Deadlines

The Council shall comply with all applicable statutory, SC-SIC, SCDE, and district reporting deadlines.

The Council shall ensure that its Report to Parents is distributed to the school community by the deadline established by current SC-SIC guidance and applicable law and that the required electronic copy is submitted through the SC-SIC Member Network by the applicable deadline.

ARTICLE XIII — TRAINING AND ORIENTATION

Section 1. Member Orientation

New SIC members should receive orientation regarding:

- The purpose and responsibilities of the SIC;
- These bylaws;
- The South Carolina School Improvement Council;
- The school's School Improvement Plan;
- SIC meeting procedures;
- The South Carolina Freedom of Information Act;
- Ethical and confidentiality expectations; and
- Current SIC goals and activities.

Section 2. Training

The SIC shall encourage members to participate in SIC training provided by SC-SIC, Chesterfield County School District, or other appropriate organizations.

The Council shall encourage new members to complete appropriate SIC orientation or "SIC Basics" training when available.

ARTICLE XIV — RECORDS AND DOCUMENT RETENTION

The SIC shall maintain appropriate records, including:

- Current bylaws;
- Membership lists;
- Election information;
- Meeting agendas;
- Meeting minutes;
- Attendance records;

- Committee reports;
- SIC goals;
- Annual Reports to Parents;
- School improvement information reviewed by the Council; and
- Other records required by law or district policy.

Records shall be maintained and made available in accordance with South Carolina law and Chesterfield County School District procedures.

ARTICLE XV — COMMUNICATION AND TRANSPARENCY

The SIC shall promote open communication with the Ruby Elementary School community.

The Council should use appropriate school and district communication channels to:

1. Publicize meeting dates;
2. Share agendas when required;
3. Inform families about SIC activities;
4. Encourage participation;
5. Share the annual Report to Parents; and
6. Communicate opportunities for parent and community involvement.

The SIC shall coordinate public communications with the principal and school administration when appropriate.

ARTICLE XVI — PARLIAMENTARY AUTHORITY

The SIC shall conduct its meetings in an orderly manner.

When these bylaws, applicable law, district policy, or established Council procedures do not address a parliamentary question, the Council may use generally accepted principles of parliamentary procedure as a guide.

The Council shall not use parliamentary procedure in a manner inconsistent with South Carolina law, district policy, or the advisory nature of the SIC.

ARTICLE XVII — AMENDMENTS

Section 1. Proposal of Amendments

An amendment to these bylaws may be proposed by:

1. The Chairperson;
2. A committee established for that purpose; or
3. Any two voting members of the Council.

Section 2. Notice

Proposed amendments shall be provided to Council members in writing before the meeting at which the amendment will be considered.

Section 3. Adoption

An amendment shall require approval by a two-thirds vote of the voting membership present, provided that a quorum is present.

Section 4. Compliance

No amendment may be adopted that conflicts with:

- South Carolina law;
- Federal law;
- South Carolina Department of Education requirements;
- SC-SIC requirements or guidance;
- Chesterfield County School District policy; or
- The legal authority of the school principal, superintendent, or local school board.

If a conflict exists, applicable law, regulation, or district policy shall control.

ARTICLE XVIII — SEVERABILITY

If any provision of these bylaws is determined to be inconsistent with applicable law, regulation, or district policy, that provision shall be modified or considered void to the extent of the inconsistency, and the remaining provisions shall continue in effect.

ARTICLE XIX — EFFECTIVE DATE AND REVIEW

These bylaws shall become effective upon approval by the Ruby Elementary School School Improvement Council and any required approval by Chesterfield County School District.

The SIC shall review these bylaws at least once every two years and whenever there is a significant change in applicable law, SC-SIC requirements, SCDE requirements, or district policy.

The Council shall maintain the most current approved version of the bylaws and make it reasonably available to SIC members and the public.

CERTIFICATION OF ADOPTION

These bylaws were adopted by the Ruby Elementary School School Improvement Council on:

Date: 9/29/20

SIC Chairperson:

Amanda Sheeler

Name

Amanda Sheeler

Signature

Ruby Elementary School Principal:

Elbridge W. Boyle JR. (Beau)

Name

Elbridge W. Boyle JR.

Signature

Date: 9/29/20

APPENDIX A — ANNUAL SIC OPERATING CALENDAR

The following calendar is intended as a guide and may be adjusted to meet the school's calendar, district requirements, state law, and current SC-SIC guidance.

August–September

- Welcome and orient new SIC members.
- Review the current bylaws.
- Review the School Improvement Plan.
- Establish SIC goals.
- Elect officers.

- Establish committees.
- Establish the annual meeting calendar.
- Plan parent and teacher elections.

By October 15

- Complete required SIC elections.
- Confirm community appointments.
- Verify staggered terms.
- Confirm that membership complies with state requirements.

October–November

- Review school data and the School Report Card when available.
- Monitor School Improvement Plan strategies.
- Confirm SIC membership information for reporting.
- Complete required SIC membership reporting.

December–February

- Continue committee work.
- Review progress toward SIC goals.
- Engage parents and community partners.
- Begin planning the annual SIC Report to Parents.

March–April

- Complete and approve the annual SIC Report to Parents.
- Distribute the report to parents and the school community in accordance with applicable deadlines.
- Review progress toward annual SIC goals.

May–June

- Evaluate SIC accomplishments and progress.
- Review the School Improvement Plan and recommendations for the coming year.
- Submit the SIC Report through the SC-SIC Member Network by the applicable deadline.
- Begin planning elections and appointments for the next school year.

APPENDIX B — STATUTORY AND GOVERNANCE REFERENCES

These bylaws should be interpreted in conjunction with the following authorities and resources:

1. South Carolina Code of Laws, Section 59-20-60, concerning School Improvement Councils, membership, elections, terms, duties, and annual reporting.
2. South Carolina Code of Laws, Title 30, Chapter 4, South Carolina Freedom of Information Act.
3. Applicable provisions of the South Carolina Education Accountability Act.
4. Applicable requirements of the South Carolina Department of Education.
5. Current guidance and resources of the South Carolina School Improvement Council, University of South Carolina.
6. Applicable policies and procedures of Chesterfield County School District.

In the event of a conflict between these bylaws and applicable law, regulation, or controlling district policy, the applicable law, regulation, or policy shall govern.