BYLAWS

of the

LAMAR HIGH SCHOOL
SCHOOL IMPROVEMENT COUNCIL

Article I

Name of Organization

The name of this organization will be the Lamar High School School Improvement Council (LHS SIC).

Article II

Purpose

The purpose of the LHS SIC will be to:

1. Assist in the preparation, implementation, and evaluation of the 5-year Comprehensive School Improvement Plan;

2. Assist in the preparation of yearly plan updates;

3. Assist with the development and monitoring of school improvement and innovation;

4. Provide an annual School Improvement Council "Report to the Parents" and th constituents of the school by April 30 of each year to provide information on the LHS SIC's and the school's progress in meeting the school and district goals and objectives;

5. Provide advice on the use of school incentive grant awards;

6. Serve as a liaison between the school, school organizations, the community, and the local school board by collecting and disseminating information about school improvement; and

7. Provide other assistance that the Principal may request as well as carrying out any other duties prescribed by the local school board.

The LHS SIC will not have any of the powers and duties reserved by law or regulation to the Darlington County Board of Education.

Article III

Representation and Membership

The LHS SIC will be composed of the following members:

- Three parents elected by parents of students enrolled in the school.
- Three teachers elected by teachers assigned to the school.

- Four students elected by students enrolled in the school, one from each class. These students must be elected specifically to serve on the SIC and not assigned to the SIC by virtue of being elected to other offices.
- Five members of the local community appointed by the Principal. The Principal will make these appointments from the non-parent portion of the community and will strive to make appointments that reflect the diversity of the student body and local community.
- The Principal as an ex-officio member of the SIC.
- Two ex-officio members in addition to the Principal: the current Teacher of the Year and the current PTSO Chairperson. If an individual holding an ex-officio position is unable to serve on the SIC for any reason, an appropriate substitute shall be named by the organization that individual represents.

There must be exactly twice as many Elected Members as Appointed Members. If the number of Elected Members is even, there must be exactly half as many Appointed Members as Elected Members. If the number of Elected Members is an odd number, round up or down. Ex-officio members are not included in this calculation.

Article IV

Election Procedures

Nominations and elections for SIC parent, teacher, and student representatives will be held each year no later than August 31. The specific date, time, and location that SIC nominations and elections are to be held will be determined by the SIC from year to year and publicized in advance within the school community. The Principal will appoint community member representatives, in consultation with elected SIC members, no later than September 15 of each year. Council members will assume their responsibilities immediately upon their election or appointment.

Ballots will be counted by an independent group to include the PTSO President or representative, and will be retained for one year in the school's LHS SIC file. The candidates with the highest number of votes will fill the vacant positions. In the case of a tie vote, the tie will be broken by a random drawing of a name (or names) from a pool of the tied candidates. Voting shall be conducted by electronic means whenever possible; physical ballots are not required by these bylaws.

Teacher and support staff representatives to the Council will be elected by the faculty and support staff during a regularly scheduled faculty meeting.

Student representatives will be elected annually.

The Principal will make Community Member appointments after the annual elections.

The names and addresses of council member will be forwarded to South Carolina-School Improvement Council (SC-SIC) at the University of South Carolina no later than November th 15 of each school year.

The names of all council members will be published in the school newsletter and posted on the school website following the elections.

Article V

Terms of Office

All elected members of the council serve two year terms. Terms will be staggered in such a way as to maintain a balance between returning members and new members. All appointed Community Members of the council serve one year terms. Ex-officio members serve one year terms. Elected student members serve two year terms. No limit will be set on the number of terms a member may serve.

Membership on the council will terminate when a/an:

1. Elected parent no longer has a student enrolled in the school;
2. Elected teacher no longer holds a teaching position at the school;
3. Elected student no longer attends school as a student;
4. Appointed community member no longer lives/works in the school attendance zone;
5. Member has missed three consecutive scheduled meetings without proper notice to the chairperson or Principal;
6. Member has demonstrated an inability to fulfill her/his role on the LHS SIC due to lack of attendance or as otherwise determined by the Chairperson;
7. Member submits a letter of resignation to the Chairperson or Principal; or
8. Member is elected to the Darlington County Board of Education.

In the event of any of the above situations, the Chairperson will appoint, in the case of an elected member, the person with the next highest number of votes in the most recent election. In the case of an appointed member, the Principal will select a replacement. The replacement will not serve a full term, but finish the term of the person replaced. A vacancy occurring during the last three months of the school year may go unfilled with the approval of the LHS SIC.

Article VI

Officers

The officers of the LHS SIC will consist of a Chairperson, Vice-Chairperson, and Secretary. These positions may be held by any parent, teacher, support staff, community member or student, but in no event may all three officer positions be held at the same time by the same type of elected representative. Ex-Officio members are not eligible to be an officer of the LHS SIC. The officers will be elected annually by the LHS SIC membership in the first LHS SIC meeting of each academic year, and will serve a one-year term. In case of a tie vote: The vote will be taken three times. If the tie is not broken, then the floor will be opened for nominations.

An individual can serve no more than two consecutive terms (2 years) as LHS SIC

Chairperson. No term limits shall be placed on the positions of Vice-Chairperson and Secretary.

Article VII

Duties of Officers

The Chairperson will preside at all meetings and have general supervision of the activities of the LHS SIC. 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, arrange for the agenda to be provided to each member at least 48 hours before each meeting, and have the authority to modify the agenda if it is determined to be in the best interest of the council's work. 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 transactions of all LHS SIC meetings;
2. Recording attendance at each LHS SIC meeting;
3. Providing a copy of the minutes to the LHS SIC members, and arranging to have the approved minutes posted to the LHS website;
4. Preparing any official correspondence that the Chairperson may request;
5. Maintaining a council file in the school's administrative offices containing copies of all approved minutes, LHS SIC correspondence, the annual School Improvement Council Report to the Parents, the latest School Report Card, the current year's portion of the school's Five Year Plan, and the current LHS SIC Bylaws; and
6. Maintaining a list of LHS SIC membership with current telephone numbers and addresses.

Article VIII

Meetings

The LHS SIC will meet at least six times annually, or more frequently as directed by a vote of the council. Special meetings may be called by the Principal or Chairperson as long as all LHS SIC members are notified of the meeting at least 24 hours in advance.

The first LHS SIC meeting of the academic year will be called in either August or September, as soon as practical.

All council meetings are open to the public and 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 seven calendar days before the meeting date.

The Principal or designee will be scheduled on the agenda to share information on school activities, successes and concerns. Committees will provide reports as scheduled.

The Chairperson will time the agenda to ensure that all scheduled business is properly conducted and that persons scheduled to speak will have the opportunity to do so.

Article IX

Committees

After seeking input from the membership, the SIC Chairperson will appoint the members of standing and temporary SIC committees and designate committee chairpersons. Such standing and temporary committees shall regularly report and remain accountable to the full SIC and their scope of work shall be limited to that assigned them by the full SIC.

Article X

Voting

A simple majority of the voting LHS SIC membership will constitute a quorum. LHS SIC decisions should be made by consensus. If voting becomes necessary, a simple majority will be sufficient for a vote on any issue. Each elected and appointed member will have one vote. Ex-officio members shall not vote. Absentee ballots or proxy voting will not be permitted. However, voting can be conducted electronically as determined by the Chair.

If necessary, the Chairperson may consult Robert's Rules of Order.

Article XI

Training

An orientation session is usually held annually for all LHS SIC members that includes information about council roles, responsibilities, and functions, as well as information on school and local district policies and procedures.

LHS SIC members may also attend school improvement council training workshops sponsored by the district office, the Professional Development Section of the State Department of Education, or the South Carolina School Improvement Council (SC-SIC) in the University of South Carolina's College of Education.

Training and technical assistance is available from the district, the State Department of Education, and on the SC-SIC webpage at sic.sc.gov.

Article XII

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.

Adopted by the Lamar High School School Improvement Council: _____