

John W. Moore Middle School Improvement Council (SIC) Bylaws

Article 1 – Name

The name of the organization shall be the John W. Moore Middle School Improvement Council (SIC).

Article 2 – Purpose

The purpose of the John W. Moore Middle School Improvement Council is to:

1. Assist in the development, implementation, monitoring, and evaluation of the five-year School Improvement Plan (“School Renewal Plan”).
2. Assist in preparing annual updates to the plan.
3. Support the development and implementation of the School Reading Plan as required by the Read to Succeed Act.
4. Write and distribute the Annual SIC Report to Parents by April 30 each year.
5. Collaborate with the principal to prepare the annual narrative for the South Carolina School Report Card.
6. Provide input on the use of incentive award funds, when allocated.
7. Offer additional support and feedback to the principal and school board as needed.

The SIC does not assume powers or duties reserved by law for the local school board.

Article 3 – Membership

The SIC will consist of:

1. Three parents elected by parents of currently enrolled students.
2. Three teachers elected by the school’s teaching staff.
3. Three community members appointed by the principal.
4. The principal, serving as an ex-officio member.
5. Two additional ex-officio members: the current Teacher of the Year and PTO Chairperson.

Elected members must always outnumber appointed members by at least two to one, per state law.

Article 4 – Elections and Appointments

1. Parent and teacher elections will be held by August 31 each year.
2. The principal will appoint community members by September 15.
3. Election results and membership records will be maintained for at least two years.
4. All SIC member names and contact information will be submitted to the SC-SIC Member Network by November 15 and published on the school website.

Article 5 – Terms of Office

1. Elected members: 2-year terms.
2. Appointed members: 1-year terms.
3. Ex-officio members: Serve for as long as they hold their corresponding school role.
4. Members may serve multiple consecutive terms.

Article 6 – Officers

The SIC will elect a Chairperson, Vice-Chairperson, and Secretary annually from among elected and appointed members.

- Elections occur at the first regular meeting following elections and appointments.
- Ex-officio members, including the principal, may not serve as officers.

Article 7 – Officer Responsibilities

- Chairperson: Presides over meetings, plans agendas with the principal, appoints committees, and ensures agendas are posted 24 hours in advance.
- Vice-Chairperson: Assists and acts in the chairperson's absence.
- Secretary: Records and distributes meeting minutes, manages official correspondence, and maintains SIC records (minutes, sign-ins, bylaws, reports).

Article 8 – Committees

The SIC may create standing or temporary committees as needed by a majority vote.

- Committee chairs are appointed by the SIC Chairperson.
- Committees report regularly to the full SIC.

Article 9 – Membership Vacancies

Membership may end if:

1. A parent no longer has a child enrolled.
2. A teacher leaves the school.
3. A member misses three consecutive meetings without notice.
4. A member resigns or is elected to the school board.

Vacancies are filled by the next highest vote recipient or an appointed replacement as approved by the SIC Chairperson and principal.

Article 10 – Meetings

1. The first meeting shall be held by September 30.
2. The SIC shall meet monthly from October through June (minimum of 8 meetings).
3. Meetings are open to the public and posted on the school website and monthly calendar.
4. A quorum requires at least one parent, one teacher, and a simple majority of voting members.
5. The principal or designee will report school updates at each meeting.

Article 11 – Decision-Making

The SIC will seek to make decisions by consensus. When voting is necessary, a simple majority will determine the outcome.

Article 12 – Training

All members shall receive information on their roles and responsibilities. Members are encouraged to attend district or SC-SIC training workshops.

Article 13 – Amendments

These bylaws may be amended by a two-thirds vote of SIC members at a regular meeting, provided the amendment was introduced and distributed at least one prior meeting.

Date Approved: _____

Date Revised: _____

Principal: _____

SIC Chairperson: _____