

Mossy Creek Elementary School School Improvement Council Bylaws

Article 1

NAME OF ORGANIZATION

The name of the organization is the Mossy Creek Elementary School Improvement Council (SIC).

Article 2

PURPOSE

(A) The purpose of the Mossy Creek Elementary School Improvement Council (SIC) is to:

- (1) assist in monitoring implementation of the School Renewal Plan
- (2) assist in the preparation of yearly Plan updates;
- (3) write the annual SIC Report to the Parents, which is to be distributed no later than April 30 of each year;
- (4) prepare the annual narrative for the SC School Report Card;
- (5) provide other assistance as requested by the school administration.

(B) The SIC will not have the powers and duties reserved by law or regulation to the school, district, and/or local school board.

Article 3

NUMBER AND TYPE OF SIC MEMBERS

(A) The SIC will be made up of at least the following appointed representatives:

- (1) Two parents of students enrolled in the school.
- (2) Two teachers assigned to the school.
- (3) One local community member.
- (4) Principal and Assistant Principals as an ex-officio members.

(B) Each member of the SIC shall have one vote. Ex-officio members shall also have one vote.

(C) No SIC member may vote by absentee ballot or proxy.

Article 4

APPOINTMENT PROCEDURES

- (A) Principal/Assistant Principals will appoint community member representatives. Council members will assume their responsibilities on the first day of the school year.
- (B) The SIC, in consultation with the Principal/Assistant Principal, will develop and approve procedures for parent nominations and elections that are fair and encourage participation by all parents for the next school year. The SIC and school will communicate information about SIC parent nomination and election schedules and procedures to all parents who are eligible to vote in a timely manner using the most effective methods of communication reasonably available.
- (C) Current teachers serving on the SIC will nominate teachers for the next school term and elect their representatives to the SIC during a regularly scheduled faculty meeting.
- (D) The SIC will keep the results of SIC parent and teacher elections on file, including the vote totals for all candidates, for a period of at least two years.
- (E) To comply with state law reporting requirements, the principal or his/her designee will enter the names and contact information for the current school year's SIC members into the online SC-SIC Member Network no later than November 15th.
- (F) The school designee will ensure the names of all SIC members for the current school year are posted on the school website and/or published in the school newsletter.

Article 5

TERMS OF OFFICE

- (A) The term of office for elected SIC members is two (2) years. For appointed SIC members, the term of office is one (1) year. Terms will be staggered so that the terms of office of half of all SIC elected and appointed positions expire at the end of each year.
- (B) The term of office for an ex-officio member of the SIC will continue for as long as that individual holds the position or office that is represented on the SIC.
- (C) There is no limit on the number of terms that an SIC member may serve.

Article 6

SIC OFFICERS

- (A) The officers of the Mossy Creek Elementary School Improvement Council will consist of a Chairperson, Vice Chairperson, and Secretary. The SIC will elect these officers from its members during the first regular meeting of the year. The term of office for SIC officers is one year.
- (B) Any elected or appointed SIC member is eligible to run for SIC office except that all three officer positions may not be held at the same time by the same type of elected representative. Ex-officio members, including the principal/assistant principal, are not eligible to serve as, or vote in the election of, SIC officers.

Article 7

DUTIES OF OFFICERS

(A) The SIC Chair, in partnership with the assistant principal, will preside at all meetings and have general supervision of the activities of SIC. The Chairperson will work in partnership with the Assistant Principal in planning and directing the activities of the Council.

The Chairperson, in consultation with the Assistant Principal, will prepare the agenda for all SIC meetings and ensure that the agenda is sent to all Council members and posted publicly in a timely manner. The Chairperson and/or Assistant Principal retains the right to modify the agenda if it is determined to be in the best interest of the Council and direct the pace of the meeting as best accomplishes the agenda. The Chairperson and/or Assistant Principal will appoint members to standing and temporary committees as needed and serve as an ex-officio member of all committees.

(B) The Vice Chairperson will preside at meetings in the absence of the Chairperson and assist the Chairperson as requested.

(C) The Secretary is responsible for:

- (1) Keeping a full and accurate account of the proceedings and actions of all SIC meetings (minutes) and ensuring that each Council member receives this information in a timely fashion following each meeting;
- (2) Preparing any official correspondence that the Chairperson may request;
- (3) Ensuring that the SIC maintains a file in the school's administrative offices that contains copies of past meeting agendas, minutes, sign-in sheets, Council correspondence, SIC Reports to the Parents and the SIC Bylaws.
- (4) Maintaining a contact list of all SIC members that includes current telephone numbers, addresses and e-mail addresses.

Article 8

SIC COMMITTEES

(A) The SIC may establish, by a majority vote recorded in the meeting minutes, one or more standing committees as needed to assist in the efficient and effective operation of the Council.

(B) The SIC may also establish, by a majority vote recorded in the meeting minutes, one or more temporary committees made up of teachers, parents, business leaders, and other citizens to study specific issues and make recommendations to the Council. An individual need not be an SIC member to serve as a temporary committee chairperson or member; however, each temporary committee shall include at least one SIC member.

(C) The SIC Chairperson will appoint the members of standing and temporary SIC committees and designate committee chairpersons.

- (D) 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 to them by the full SIC.

Article 9

MEMBERSHIP TERMINATION AND VACANCIES

- (A) SIC membership shall terminate immediately upon the following:
- (1) a parent representative no longer has a child enrolled in the school;
 - (2) a teacher representative no longer holds a teaching position at the school;
 - (3) a member misses three consecutive scheduled meetings without proper notice to the Chairperson;
 - (4) a member submits a letter of resignation to the Chairperson;
 - (5) a member is elected to the district school board.
- (B) If a parent or teacher representative's membership terminates before the end of his/her term, the SIC Chairperson, in consultation with the Assistant Principal and full SIC, shall appoint another eligible parent or teacher as appropriate to fill the vacancy for the remainder of the term.
- (C) If a community representative's membership terminates before the end of his/her term, the Principal or Assistant Principal shall appoint another eligible community member to fill the vacancy for the remainder of the term.

Article 10

MEETINGS

- (A) The first regular SIC meeting of the school year will be held no later than September 30.
- (B) During the first meeting, the SIC will set a regular meeting schedule for the remainder of the school year. The schedule will be posted on the school website, included in the monthly school calendar, and/or otherwise posted in a prominent location in the school.
- (C) The SIC will meet monthly during the school year, except that the SIC may choose not to schedule a meeting in December. The SIC Chairperson or Principal/Assistant Principal may call additional special meetings so long as all Council members are notified of the meeting at least 24 hours in advance. The SIC Chairperson, Principal/Assistant Principal, or committee chairperson may schedule committee meetings as needed so long as reasonable advance notice is provided to all committee members.
- (D) All SIC meetings are open to the public and anyone showing an interest in the SIC and its activities will be encouraged to attend. People who wish to be placed on the agenda must submit a request to the SIC Chairperson or Principal/Assistant Principal at least five (5) days before the meeting date. The Chairperson will time the agenda to ensure that Council business is properly conducted and that persons scheduled to speak can do so.

(E) The Principal or his/her designee will be scheduled on the agenda of every regular SIC meeting to share information on school activities, successes and concerns. Committees will provide reports as scheduled.

Article 11

SIC DECISION MAKING

(A) Whenever possible, the SIC will make decisions by consensus. If voting is necessary, a simple majority vote will be sufficient to constitute an action of the SIC. A simple majority of the voting members of the Council will constitute a quorum so long as at least one parent and one teacher representative are present.

Article 12

TRAINING

(A) At the beginning of each school year, the SIC will ensure that members have access to information about their roles and responsibilities as well as information on school and local district policies and procedures. SIC members will be encouraged to attend School Improvement Council training workshops sponsored by the district office and/or the SC School Improvement Council (SC-SIC).

Article 13

BYLAW AMENDMENTS

(A) These bylaws may be amended at any regular SIC meeting by a two-thirds vote of those present provided that (1) the amendments were previously introduced at a regularly scheduled meeting held within the last three months, (2) were included in the minutes of that meeting and distributed to all members, and (3) are listed as an agenda item for the current meeting.

Date Approved: August 3, 2026