Travelers Rest High School Improvement Council Bylaws

Travelers Rest High School
School Improvement Council (SIC) Bylaws
Greenville County Schools | Travelers Rest, South Carolina
Proposed for the 2026–2027 School Year

Article I – Name and Purpose

Section 1. Name

The name of this organization shall be the Travelers Rest High School, School Improvement Council, hereafter referred to as the SIC or Council.

Section 2. Purpose

The Travelers Rest High School SIC serves as an advisory body that brings together parents, educators, students, and community members to support continuous school improvement.

The Council shall work collaboratively with school leadership to:

1. Support the development, implementation, and evaluation of the school's improvement goals.
2. Review school performance data and identify opportunities for growth.
3. Encourage meaningful involvement of parents, students, staff, and community stakeholders.
4. Promote positive relationships between the school and the community.
5. Provide input and recommendations to school leadership regarding school improvement initiatives.
6. Support the school's commitment to **Tradition, Relationships, Honor, and Success**.

The SIC serves in an advisory capacity and does not exercise administrative authority over school personnel, policies, or daily school operations.

Article II – Membership

Section 1. Membership Categories

The SIC shall include representatives from the following categories:

- **Parents/Guardians:** Parents or legal guardians of students currently enrolled at Travelers Rest High School, elected by parents or guardians.
- **Teachers:** Certified teachers currently employed at Travelers Rest High School, elected by the school's teachers.
- **Students:** Students currently enrolled at Travelers Rest High School, selected through a process established by the school consistent with applicable requirements.
- **Community Members:** Individuals representing businesses, civic organizations, community groups, or other stakeholders with an interest in the success of Travelers Rest High School, appointed in accordance with applicable requirements.
- **Principal:** The school principal shall serve as an ex officio member of the Council.

The composition of the SIC shall comply with applicable South Carolina law and Greenville County Schools requirements, including required representation and proportions of elected and appointed members.

Section 2. Eligibility

Members must maintain eligibility within their respective membership categories throughout their terms. All members are expected to demonstrate a commitment to the success of all students and the continuous improvement of Travelers Rest High School.

Section 3. Responsibilities of Members

Council members are expected to:

1. Attend and participate in scheduled meetings.
2. Review information provided before meetings.
3. Share perspectives and provide constructive input.
4. Support the goals and initiatives established by the Council.
5. Maintain confidentiality when appropriate and required by law.
6. Represent the interests of the entire school community rather than individual concerns.

Article III – Selection and Election of Members

Section 1. Parent Elections

Parent representatives shall be elected by parents or legal guardians of students enrolled at Travelers Rest High School.

The school shall communicate opportunities for nominations and elections through established communication channels, including email, newsletters, the school website, or other appropriate methods.

All eligible parents and guardians shall have an opportunity to participate in the election process.

Section 2. Teacher Elections

Teacher representatives shall be elected by eligible teachers employed at Travelers Rest High School.

Nominations and elections shall be coordinated through a process that allows eligible teachers to participate.

Section 3. Student Representation

Student representatives shall be selected through an established school process that provides an opportunity for student voice and participation.

Section 4. Community Appointments

Community representatives shall be appointed in accordance with applicable SIC requirements. Consideration should be given to individuals who represent a broad range of community interests and who demonstrate a commitment to school improvement.

Section 5. Election Procedures

Elections shall be conducted annually, as needed, to fill expiring terms or vacancies.

Voting may occur electronically or through another accessible method approved by the Council.

Election results shall be documented and maintained with Council records.

Article IV – Terms of Office and Vacancies

Section 1. Terms

Elected and appointed parent, teacher, and community representatives shall serve two-year terms, unless otherwise required by applicable law or district policy.

Terms should be staggered when possible to maintain continuity of Council operations.

Student representatives shall serve one-year terms and may be selected for additional terms while eligible.

The principal shall serve for the duration of their appointment as principal.

Section 2. Vacancies

Vacancies occurring before the completion of a term shall be filled using the appropriate election, selection, or appointment process for the membership category.

A replacement member shall serve the remainder of the unexpired term, subject to applicable requirements.

Section 3. Attendance

Members are encouraged to attend all scheduled meetings.

If a member is unable to attend, they should notify the Council chairperson or principal.

If a member misses three consecutive regular meetings without communication, the Council may review the member's continued participation and initiate appropriate vacancy procedures consistent with applicable requirements.

Article V – Officers

Section 1. Officer Positions

The SIC shall elect the following officers:

- **Chairperson:** Presides over meetings, works with the principal to establish meeting agendas, and facilitates Council activities.
- **Vice Chairperson:** Assists the chairperson and assumes chairperson responsibilities in their absence.
- **Secretary:** Maintains meeting minutes, attendance records, and other official Council documentation.

Additional officer positions may be established by Council vote when needed.

Section 2. Officer Elections

Officers shall be elected annually by the voting members of the SIC at the first regular meeting of the school year, or as soon thereafter as practical.

Nominations may be made by Council members. Election shall be by majority vote of members present and voting, provided a quorum exists.

Officer eligibility and selection shall comply with applicable South Carolina SIC requirements.

Section 3. Terms

Officers shall serve one-year terms and may be reelected, provided they remain eligible Council members.

Section 4. Officer Vacancies
If an officer position becomes vacant, the Council shall elect a replacement at the next regular meeting or at a properly noticed special meeting.

Article VI – Meetings

Section 1. Regular Meetings
The SIC shall meet at least four times during the school year, with additional meetings scheduled as needed.
Meeting dates and times shall be established to encourage participation by Council members and the school community.

Section 2. Public Notice
Meeting dates, times, locations, and agendas shall be communicated in accordance with applicable South Carolina public meeting requirements.
Notice shall be made available through appropriate school communication channels.

Section 3. Open Meetings
SIC meetings shall be open to the public, except where a lawful exception applies.
Parents, students, staff, and community members are encouraged to attend and observe Council meetings.
Opportunities for public input may be included on meeting agendas at the discretion of the Council and in accordance with applicable law.

Section 4. Agendas
The chairperson and principal shall collaborate to develop meeting agendas.
Council members may submit proposed agenda items before scheduled meetings.

Section 5. Minutes
Minutes shall be maintained for all Council meetings and shall include:

- Date, time, and location of the meeting
- Members present and absent
- Major discussion topics
- Motions and voting results
- Recommendations and action items
- Date of the next meeting, when established

Minutes shall be reviewed and approved by the Council and maintained as official records.

Section 6. Special Meetings
Special meetings may be called by the chairperson or as otherwise authorized by the Council, provided all applicable public notice requirements are met.

Article VII – Quorum and Voting

Section 1. Quorum
A quorum shall consist of a majority of the Council's current voting membership.
A quorum must be present to conduct official Council business requiring a vote.

Section 2. Voting
Each voting member shall have one vote.
Unless otherwise specified in these bylaws or applicable law, decisions shall be made by a simple majority of members present and voting, provided a quorum exists.
Voting by proxy shall not be permitted.

Section 3. Consensus
Whenever possible, the Council shall seek consensus through open discussion and collaboration before conducting a formal vote.

Article VIII – Committees

Section 1. Establishment
The SIC may establish standing or temporary committees to support school improvement priorities.
Committees may focus on areas such as:

- Student achievement and academic success
- School climate and culture
- Family and community engagement
- Attendance and student support
- College and career readiness

Section 2. Committee Membership

Committees may include SIC members and other interested school stakeholders, as appropriate.
Each committee shall have a designated leader who provides updates to the full Council.

Section 3. Authority

Committees shall make recommendations to the SIC but shall not independently make decisions on behalf of the Council unless specifically authorized.

Article IX – School Improvement Responsibilities

Section 1. School Improvement Planning

The SIC shall collaborate with school leadership to review school performance, identify needs, and support the development and monitoring of school improvement goals.

Section 2. Annual Goals

At the beginning of each school year, the Council shall identify priorities aligned with the school's improvement plan.
Progress toward these priorities shall be reviewed throughout the year.

Section 3. Communication

The Council shall promote communication between the school and its stakeholders and provide opportunities for input on school improvement initiatives.

Section 4. Annual Reporting

The Council shall assist with required annual school improvement reporting and communication of school progress in accordance with applicable state and district requirements.

Article X – Amendments to the Bylaws

Section 1. Proposal of Amendments

Amendments to these bylaws may be proposed by any voting Council member.
Proposed amendments must be submitted in writing and shared with Council members before the meeting at which a vote will occur.

Section 2. Approval

Amendments shall require a two-thirds affirmative vote of members present and voting, provided a quorum exists.
No amendment may conflict with South Carolina law, Greenville County Schools requirements, or other applicable governing provisions.

Section 3. Review

The SIC shall review its bylaws at least once every two years and update them as necessary to maintain compliance and support effective Council operations.

Article XI – Adoption

These bylaws shall become effective upon approval by the Travelers Rest High School, School Improvement Council.

Date Adopted: 11/9/26
SIC Chairperson: Valerie Deyton
Principal: Michelle Michael
Date of Most Recent Revision: 11/1/26
