School Improvement Council By-Laws for Bryson Elementary School

Article 1 - Name of Organization

The name of the organization will be Bryson Elementary School Improvement Council.

Article 2 - Purpose

The purpose of the Bryson Elementary School Improvement Council will be to:

1. Assist in the development, implementation and evaluation of the five-year school improvement plan (also known as the school renewal plan or strategic plan);
2. Assist in the preparation of yearly plan updates;
3. Write the annual Report to Parents, which provides information on the school's progress in meeting school and district goals and objectives, due for distribution by April 30th;
4. Prepare the annual narrative for the School Report Card, in conjunction with the principal;
5. Provide advice on the use of school incentive award expenditures (if allocated by the legislature and awarded to the school);
6. Participate in the revision of the School Improvement Plan if the school is rated unsatisfactory on the School Report Card;
7. Serve as liaison between the school, school organizations, the community, and the local school board by collecting and disseminating pertinent information; and
8. Provide other assistance that the principal may request, in consistency with SIC goals and like activities, as well as carrying out any other duties prescribed by the local school board.

The council will not have the powers and duties reserved by law or regulation to the local school board.

Article 3 – Representation and Membership

1. At minimum, two parents will be elected by the parents.
2. At minimum, two teachers will be elected by the teachers.
3. At minimum, two representatives from the greater school community will be appointed by the principal. The appointments will be made from the non-parent portion of the community with attention to the representation on the council in terms of race, sex, geography, grade level representation, or other variables important to the school.
4. A ratio of two-thirds elected members to one-third appointed members will be maintained as mandated by state law, excluding ex-officio membership.
5. The principal will serve as an ex-officio member of the council. Additional ex-officio members may serve on the council including, but not limited to, the following positions: the president of the Parent Teacher Organization (PTA), the immediate past chairperson of the School Improvement Council, the Teacher of the Year, and a business partner. If the leadership of any of the named organizations or positions is unable to serve, an appropriate representative will be named by the organization sending the representative.
6. All members will have one vote. Absentee ballots or proxy voting will not be permitted.

Article 4 – Election and Appointment Procedures

Elections will be held no later than August 30th of each year, and council members will assume their responsibilities immediately. The principal will make appointments to the council in consultation with the elected members by September 30th for the current school year and/or as needed to maintain a balance of elected to appointed members.

A ballot will be available to all parents/guardians of every student sent home and returned to the school before August 30th.

In the event that these dates are not met, the SC SIC Handbook stipulates that all elections must be finalized by October 15th.

Teacher representatives to the council will be nominated by the faculty.

The names and addresses of all council members will be forwarded to the school district's SIC contact by the district's deadline.

Article 5 – Tenure

All elected and appointed members of the council will serve a 1-year term. The terms are to be staggered. The Board can vote to appoint for additional years. Ex-officio members will serve by virtue of the office they hold, which is designated to be on the council.

No limit will be set on the number of terms a member my serve.

The council may establish committees made up of teachers, parents, business leaders, and other citizens to study specific issues and make recommendations to the council. These committees will not be permanent and will have no responsibilities beyond those outlined by the council when established.

Membership on the council will terminate when a member:

1. No longer has a child enrolled in the school;
2. No longer holds a teaching position at the school;
3. Has missed three consecutive scheduled meetings without proper notice to the chairperson;
4. Submits a letter of resignation to the chairperson; or
5. Is elected to the district school board.

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 care of an appointed member, the principal will select a replacement. In both situations, the replacement will finish the term of the person being replaced. Any situations will be addressed by the council.

Article 6 – Officers

The officers of the Bryson Elementary School Improvement Council will consist of a chairperson, vice chairperson, and secretary. The officers will be elected annually by the full council membership in the first council meeting of each academic year. At no time will these positions by held exclusively by teachers or exclusively by parents. Ex-officio members are not eligible to be officers of the council nor to vote for the SIC officers.

Article 7 – Duties of Officers

The chairperson will preside at all meetings and have general supervision of the activities of the council. 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 and ensure that the agenda will be given to all council members. The chairperson 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 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 chairperson will serve as chair of one of the standing committees, selected in collaboration with the chairperson.

The secretary is responsible for:

1. Keeping a full and accurate account of the proceedings and actions of all council 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. Assisting in maintaining a council file on the school's website containing copies off all minutes, council correspondence, the annual school improvement report, the report to the parents, and the current council by-laws; and
4. Maintaining a listing of council membership with current telephone numbers, addresses, and (if possible) email addresses.

Article 8 – Meetings

The meeting calendar for the academic year will be determined annually at the initial meeting of the newly elected council. The council will hold at least eight regular meetings during the calendar year. Special meetings may be called by the chairperson or the principal as long as all council members are notified of the meeting. Committee meetings will be called as needed.

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 7 days before the meeting date. The chairperson will time the agenda to ensure the council business is properly conducted by that person scheduled to speak will have the opportunity to do so. The chairperson has the option to schedule a segment of the agenda for open comments from the public as needed as the time permits.

At meetings, 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.

Article 9 – Voting and Training

Whenever possible, council decisions should be made by consensus. If voting becomes necessary, a simple majority will be sufficient for a vote on any issue. A simple majority of the council membership will constitute a quorum if at least one parent and one teacher representative are present.

An orientation session will be held annually for all council members that includes information about council roles, responsibilities, and functions, as well as information on school and local district policies and procedures. Council members will be encouraged to attend SIC training workshops sponsored by the district office and the South Carolina Improvement Council (SC-SIC) of the University of South Carolina's College of Education.

Article 10 – Amendments

These by-laws 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.

The by-laws must be reviewed every 3 years.

Date Approved: September 22, 2025