Crestview Elementary School
School Improvement Council Bylaws

Article I: Name

The name of this organization shall be the Crestview Elementary School Improvement Council, hereinafter referred to as the Crestview SIC.

Article II: Purpose and Duties

The Crestview SIC shall function in an advisory capacity to the school principal and the local school board. In compliance with South Carolina state law, the duties of the Council shall include:

1. Assisting in the development, implementation, and evaluation of the five-year School Renewal Plan.

2. Assisting with the development and implementation of the school reading plan as mandated by the Read to Succeed Act.

3. Writing the annual Report to the Parents, to be completed and distributed by April 30 of each year.

4. Collaborating with the principal on the annual School Report Card narrative.

5. Providing advice and support on other matters as requested by the principal or school district leadership.

The Crestview SIC shall not have any of the powers or duties reserved by law for the local school board.

Article III: Membership Composition and Terms

Section 1: Composition
The Crestview SIC shall consist of elected, appointed, and ex-officio members. Elected members shall always constitute at least two-thirds of the voting membership.

Section 2: Elected Members
- **Parents:** A total of five (5) parent representatives shall serve staggered two-year terms.
  - **Year 1 Cycle:** Three (3) parents shall be elected.
  - **Year 2 Cycle:** Two (2) parents shall be elected.
  - Parent members must have a child currently enrolled at Crestview Elementary and shall be elected by the parents/guardians of students attending the school.

• **Teachers:** Two (2) teachers shall be elected annually by the Crestview faculty. Teacher representatives shall serve a one-year term.

Section 3: Ex-Officio Members
The following professional and community leadership roles shall serve as ex-officio members of the Council by virtue of their position:
• School Principal
• Assistant Principal
• Instructional Coach
• Literacy Coach
• School Counselor
• PTA President

Section 4: Appointed Members
The principal may appoint additional community members to ensure a broad, diverse representation of the Crestview community. Appointed members shall not exceed one-third of the total voting membership.

Article IV: Elections and Stagger Continuity

Section 1: Election Timeline
• Faculty teacher elections shall be held annually in August.
• Parent elections shall be held annually in September or October.
• The completed SIC roster must be submitted to the South Carolina School Improvement Council Assistance (SICA) database within 30 days of finalizing elections.

Section 2: Maintaining the Stagger (One-Year Provisions)
To preserve the legal continuity and balanced rollover of the parent seats (alternating between 3 seats and 2 seats), parent terms are intentionally staggered. If an election cycle dictates that an individual can only be elected to a single year rather than a full two-year term, an extra one-year parent member will be explicitly elected during that cycle to maintain the proper rotational sequence.

Article V: Vacancies

Vacancies occurring among elected members shall be filled as needed immediately following the exit of the departing member. The vacancy shall be filled for the remainder of the unexpired term by a vote of the remaining Council members, choosing an eligible representative from the same constituent group (parent or teacher).

Article VI: Meetings

• **Frequency:** The Crestview SIC shall meet monthly during the academic school year.
• **FOIA Compliance:** Operating as a public body under the South Carolina Freedom of Information Act (FOIA), all monthly meetings are open to the public.

• **Notice:** Meeting schedules, dates, and times must be posted publicly at the beginning of the school year. The agenda for each meeting must be physically or digitally posted at least 24 hours prior to the scheduled start time.
• **Minutes:** Official minutes of all monthly proceedings must be recorded, approved, and maintained as open public records.

Article VII: Officers and Duties

The Crestview SIC shall elect officers annually from its voting membership at the first meeting following fall elections. Officers shall include a Chair and a Secretary.
• **Chair:** Presides over all monthly meetings, prepares agendas in consultation with the principal, coordinates subcommittees, and serves as the primary liaison.
• **Secretary:** Records accurate minutes of all monthly meetings, tracks attendance, and ensures public postings comply with FOIA guidelines.

Article VIII: Amendments

These bylaws may be amended at any regularly scheduled monthly meeting by a two-thirds vote of the membership present, provided that the amendment does not conflict with South Carolina statutory law or local school board policy, and that written notice of the proposed amendment was provided to all members at least two weeks prior to the vote.