

PELHAM ROAD ELEMENTARY SCHOOL SCHOOL IMPROVEMENT COUNCIL BYLAWS

Article I

Name of Organization

The name of this organization will be the Pelham Road Elementary School Improvement Council.

Article II

Purpose

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

- Assist in the preparation, implementation, and evaluation of the 5-year comprehensive school improvement plan;
- Assist in the preparation of yearly plan updates; assist with the development and monitoring of school improvement and innovation,
- Provide advice on the use of school incentive funds;
- Assist with the development of the narrative to the school report card
- Participate in the revision of the school improvement plan if the school is rated unsatisfactory on the school report card;
- Serve as a liaison between the school, school organizations, the community, and the local school board by collecting and disseminating information about school improvement; and
- Provide other assistance that the Principal and /or local school board may request.

Article III

Representation and Membership

The Pelham Road Elementary School Improvement Council shall be composed as follows:

- Two parents of students in the school, elected by the parents of the students enrolled in the school;
- Two teachers from the school, elected by the faculty;
- Two community/business representatives, who are not parents of students enrolled at Pelham Road Elementary School, appointed by the Principal;
- Two or more ex-officio members to include the Principal, assistant Principal, and/or a representative from the PTA board.
- Each member, including ex-officio members, will have one vote, and absentee ballots or proxy voting will not be permitted.
- Elected members must comprise at least two-thirds of the School Improvement Council (not including ex-officio members).

Article IV

Election and Appointment Procedures

An Election will be held during the Spring PTA Meeting to have the newly elected parent member in place, ready to assume their responsibilities as Secretary at the beginning of the following school year. The previous school year's Secretary will assume the role of Chairperson the following school year. Information about the upcoming election of a parent

representative will be distributed prior to the Spring PTA Meeting. The Principal will confirm the existing appointments, or make new ones, prior to the end of the school year, after consulting with the Council.

The new Teacher Representative to the Council will be elected by the faculty during a regularly scheduled faculty meeting in the Spring to begin service the following Fall,

The names and addresses of all Council members will be forwarded to School Improvement Council Assistance (SICA) at the University of South Carolina within 30 days following the elections.

The names of all Council members will be published in the first school newsletter following the election.

Article V

Officers

The officers of the Pelham Road Elementary School Improvement Council will consist of a Chairperson and a Secretary. The Chairperson position will be filled by the elected parent member serving the second year of their term. The Secretary position will be filled by the elected parent member serving the first year of their term.

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 have the authority to modify the agenda if it is determined to be in the best interest of the Council's work. The Chairperson will appoint temporary or standing committees as needed and serve as an ex-officio member of all committees.

The Secretary is responsible for:

- Keeping a full and accurate account of the proceedings and transactions of all Council meetings; notifying members of all Council meetings,
- Preparing any official correspondence that the Chairperson may request;
- Assisting the Principal with ensuring records of agendas, minutes, bylaws, and school improvement plan are properly posted on the school website.⁴
- Maintaining a listing of the Council membership with current telephone numbers and addresses.

Article VI

Tenure

All members of the Council (excluding ex-officio members) will serve two-year terms. The terms are to be staggered such that each year, one-half of the elected members are newly elected and half are returning. One parent and one teacher will be elected each year.

No limit will be set on the number of terms a member may serve if re-elected by their respective constituents or re-appointed by the Principal.

The Council may establish committees, including 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:

- An elected parent no longer has a student enrolled in the school
- An elected teacher no longer holds a teaching position at the school
- The Principal removes an appointed member
- Any member submits a letter of resignation to the Chairperson

If any member has missed three consecutive scheduled meetings without proper notice to the Chairperson or Secretary, this member may be replaced at the discretion of the committee.

In the event of any of the above situations, a replacement will be selected to serve the remainder of the term.

If the Chairperson position is vacated, the following shall occur:

- The Secretary will immediately assume the role of Chairperson and fulfill that role for the remainder of the school year and the following school year.
- The new Chairperson will appoint a parent to fulfill the role of Secretary for the remainder of the school year.
- An elected parent will be selected at the election held during the Spring PTA Meeting to serve as Secretary the following school year and Chairperson the year afterwards.

If the Secretary position is vacated, the following shall occur:

- The Chairperson will appoint a parent to fulfill the role of Secretary for the remainder of the school year.
- At the Spring PTA Meeting, two parents will be elected. One will serve a two-year term (as Secretary the following school year and Chairperson the school year afterwards) while the second will serve a one-year term as Chairperson, thus continuing the staggered membership procedure.

In the event that both elected parent positions are vacated, the following shall occur:

- The Principal will appoint two new parents to serve the remainder of the school year.
- At the Spring PTA Meeting, two parents will be elected. One will serve a two-year term (as Secretary the following school year and Chairperson the school year afterwards) while the second will serve a one-year term as Chairperson, thus continuing the staggered membership procedure.

Article VII

Meetings

The Council will meet monthly in the school at a time and place designated by the Principal at the first meeting of the academic year. Special meetings may be called by the Principal or Chairperson as long as all Council members are notified of the meeting at least 24 hours in advance. The first Council meeting of the academic year will be called in August.

A simple majority of the Council membership will constitute a quorum if at least one parent and one teacher representative are present. Council decisions should be made by consensus. If voting becomes necessary, a simple majority will be sufficient for a vote on any issue. 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 making a presentation at a Council meeting may request to be put on the agenda at the Chairperson's discretion.

Article VIII

Training

An orientation session will be held during the first Council meeting of the school year 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 also attend school improvement Council training workshops, sponsored by the district office, the Professional Development Section of the State Department of Education, or School Improvement Council Assistance (SICA) in the University of South Carolina's College of Education. Training and technical assistance are available from the district and the State Department of Education.

Article IX

Amendments

These bylaws may be amended at any regular meeting of the Council via the voting provisions noted in Article VII of these bylaws, 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.