

SEVIER MIDDLE SCHOOL IMPROVEMENT COUNCIL BYLAWS

Location: 1000 Piedmont Park Road, Greenville, SC 29609

School District: Greenville County Schools

ARTICLE I: NAME OF ORGANIZATION

The name of this organization is the Sevier Middle School Improvement Council (hereinafter referred to as the "SIC" or "Council").

ARTICLE II: PURPOSE & DUTIES

The purpose of the Sevier Middle School Improvement Council is to advise, foster, and assist in the school's educational improvement efforts in accordance with South Carolina state law (S.C. Code Ann. § 59-20-60).

Key duties of the Council include, but are not limited to:

1. Assisting in the preparation, implementation, and evaluation of the school's five-year Strategic Improvement Plan.
2. Assisting in the preparation of the annual report to parents and community members on the progress of the school toward its goals.
3. Assisting the principal in writing the narrative for the annual SC School Report Card.
4. Providing advice and recommendations on school improvement matters to the principal, district officials, and local school board.
5. Performing other functions and duties as assigned by state law or district policy.

ARTICLE III: MEMBERSHIP

Section 1. Composition

The Council shall consist of elected, appointed, and ex-officio members. In compliance with SC law, the Council shall at all times maintain at least TWICE as many elected members as appointed members.

A. Elected Members:

- **Parents:** At least two (2) parents or legal guardians elected by the parents of students currently enrolled at Sevier Middle School.
- **Teachers:** At least two (2) certified teachers elected by the certified teaching staff of Sevier Middle School.

B. Appointed Members:

Community Members: At least one (1) community member appointed by the Principal, in consultation with the elected members. Community members must reside or work within the Sevier Middle School attendance area and may not be parents of current students or school employees.

C. Ex-Officio Members:

1. The Principal of Sevier Middle School (required by law).
2. Additional ex-officio positions designated by this Council (e.g., PTSA President, Teacher of the Year, or past SIC Chair).

Section 2. Non-Discrimination

Membership on the SIC shall be open to all eligible individuals regardless of race, color, religion, sex, national origin, disability, or socioeconomic status.

ARTICLE IV: ELECTIONS & APPOINTMENTS

Section 1. Nomination & Voting

- A. Elections for Parent and Teacher representatives shall take place annually on or before October 15.
- B. Nominations for parent positions shall be solicited openly through school communications (e.g., newsletters, digital platforms).
- C. Elections shall be conducted by secret ballot.

Section 2. Appointed Members

Community representatives shall be appointed by the Principal following the conclusion of the parent and teacher elections, no later than October 15.

ARTICLE V: TERMS OF OFFICE

Section 1. Length of Term

- A. Elected Parent and Teacher members shall serve a term of two (2) years. Terms shall be staggered so that approximately half of the elected positions expire each year.
- B. Appointed Community members shall serve a term of one (1) year.
- C. Ex-Officio members serve by virtue of their position.

Section 2. Vacancies

If an elected member resigns or can no longer serve:

1. For an unexpired term of more than six (6) months, a special election or the runner-up from the most recent election may fill the seat.
2. For an unexpired term of six (6) months or less, the position may remain vacant until the next regular election cycle.

ARTICLE VI: OFFICERS

Section 1. Officer Roles

The officers of the Sevier Middle School Improvement Council shall consist of a Chairperson, Vice-Chairperson, and Secretary.

Section 2. Election of Officers

- A. Officers shall be elected annually by a majority vote of the Council at its first post-election meeting.
- B. All elected and appointed members are eligible to hold office.
- C. The Principal and other ex-officio members are NOT eligible to serve as, or vote in the election of, SIC officers.

Section 3. Officer Duties

- A. **Chairperson:** Presides at all meetings, prepares agendas in consultation with the Principal, appoints committee chairs, and serves as official spokesperson.
- B. **Vice-Chairperson:** Performs the duties of the Chair in their absence and assists the Chair as needed.
- C. **Secretary:** Takes detailed minutes at all meetings, maintains attendance, and keeps official records in the school office and SC-SIC Member Network.

ARTICLE VII: MEETINGS & PROCEDURES

Section 1. Regular Meetings

The Council shall meet at least eight (8) times per school year during the academic terms. Meeting dates and times shall be set by the Council and posted publicly.

Section 2. Open Meetings (Freedom of Information Act)

In compliance with the South Carolina Freedom of Information Act (FOIA):

1. All meetings are open to the public.
2. Meeting notices and agendas shall be posted on the school website and/or main entryway at least 24 hours in advance.
3. Minutes of all meetings shall be kept and made available to the public upon request.

Section 3. Quorum

A simple majority (50% + 1) of the current voting members shall constitute a quorum for the transaction of business.

ARTICLE VIII: COMMITTEES

The Council may establish standing or ad-hoc committees (e.g., Strategic Planning Committee, Report to Parents Committee) as needed to support its duties. Committee chairs shall be designated by the SIC Chairperson.

ARTICLE IX: AMENDMENTS

These bylaws may be amended at any regular meeting of the Council by a two-thirds (2/3) vote of the voting membership, provided that written notice of the proposed amendment was submitted to all members at least two weeks prior to the meeting. Amendments must strictly align with SC Code of Laws and Greenville County Schools policies.

ADOPTION & APPROVAL RECORD

Adopted by the Sevier Middle School Improvement Council on: 9/9/2026

SIC Chairperson (Print): Tammy Stone **Signature:** Signed - Wet Signature in

Principal (Print): Dr. Graysen Walles **Signature:** Wet Signature in Office