BY-LAWS OF THE ROBERT E. CASHION ELEMENTARY SCHOOL IMPROVEMENT COUNCIL

ARTICLE I: NAME AND AUTHORITY

- **Section 1 (Name):** The name of this council is the **Robert E. Cashion Elementary School Improvement Council**, hereafter referred to as the **SIC** or **Council**.
- **Section 2 (Authority):** The SIC is established pursuant to South Carolina law (S.C. Code § 59-20-60) and applicable policies of the Greenville County Schools Board of Trustees.
- **Section 3 (Advisory Nature):** The SIC serves strictly in an advisory capacity to the principal and school. It does not direct daily school operations, supervise employees, or usurp authority reserved for the principal, superintendent, or local school board.

ARTICLE II: PURPOSE AND DUTIES

The purpose of the Robert E. Cashion Elementary SIC is to bring together parents, educators, and community members to support continuous school improvement and student achievement. The duties of the SIC include:

1. Assisting in the development, monitoring, and annual evaluation of the school's 5-Year School Improvement/Strategic Plan.
2. Writing and releasing the annual *SIC Report to the Parents* by April 30th of each school year.
3. Assisting the principal in writing the narrative for the South Carolina School Report Card.
4. Advising on the use of school incentive award funds, should any be awarded.
5. Serving as a liaison between the school, parent groups (PTA/PTO), community, and school board.
6. Providing additional assistance as requested by the principal.

ARTICLE III: MEMBERSHIP AND COMPOSITION

- **Section 1 (Composition Ratio):** The voting membership shall maintain an elected-to-appointed ratio of at least **two-thirds (2/3) elected members to one-third (1/3) appointed members**.
- **Section 2 (Voting Membership):**
    - **Elected Parents/Guardians:** At least two (2) parents or legal guardians elected by parents of currently enrolled students.
    - **Elected Teachers:** At least two (2) teachers elected by the school faculty.
    - **Appointed Community Members:** At least two (2) representatives from the wider school community appointed by the principal.

- **Section 3 (Ex-Officio Members):** Ex-officio members serve in a non-voting advisory capacity and are not counted toward the 2/3 elected ratio. Ex-officio members include:
    - The Principal
    - The PTA/PTO President (or designee)
    - The immediate past SIC Chairperson (optional)

ARTICLE IV: ELECTIONS AND APPOINTMENTS

- **Section 1 (Timeline):** Nominations and elections for parent and teacher members shall be conducted annually **no later than October 15th** of each school year.
- **Section 2 (Parent Elections):** Parent elections shall be open to all parents/guardians of enrolled students. Ballots may be electronic or paper, ensuring fair access.
- **Section 3 (Teacher Elections):** Teacher representatives shall be elected through a secret ballot or open vote by the certified teaching staff.
- **Section 4 (Community Appointments):** Community members shall be appointed by the principal after elected members are finalized, maintaining the required 2/3 ratio.
- **Section 5 (Terms of Office):**
    - Elected members serve **two-year staggered terms** (July 1 – June 30).
    - Parent representatives whose child enters 5th grade may serve a one-year term.
- **Section 6 (Vacancies):** If an elected member resigns or becomes ineligible (e.g., student no longer attends the school or teacher leaves the staff), the position will be filled for the remainder of the term following standard election or appointment procedures.

ARTICLE V: OFFICERS AND DUTIES

- **Section 1 (Officers):** The officers of the Council shall be a **Chairperson**, **Vice-Chairperson**, and **Secretary**.
- **Section 2 (Election of Officers):** Officers are elected annually by the Council membership at the first meeting following fall elections. Ex-officio members are not eligible to hold officer positions.
- **Section 3 (Duties):**
    - **Chairperson:** Prepares meeting agendas in consultation with the principal, presides over all meetings, and oversees Council activities.
    - **Vice-Chairperson:** Presides in the absence of the Chair and assists with Council operations.
    - **Secretary:** Keeps accurate meeting minutes, maintains membership rosters, records attendance, and prepares Council correspondence.

ARTICLE VI: MEETINGS AND VOTING

- **Section 1 (Schedule):** The Council shall meet at least monthly during the school year (minimum 8 meetings per year) at a regularly published time and location.
- **Section 2 (Open Meetings & FOIA):** All meetings are open to the public in accordance with the South Carolina Freedom of Information Act (FOIA). Meeting dates and agendas must be posted publicly at least 24 hours in advance.

- **Section 3 (Quorum):** A simple majority of voting members—including at least one parent and one teacher—constitutes a quorum to conduct official business.
- **Section 4 (Voting):** Decisions are made by consensus whenever possible. If a vote is required, a simple majority of members present passes the motion. Proxy voting or absentee ballots are prohibited.

ARTICLE VII: AMENDMENTS

These By-Laws may be amended at any regular meeting of the SIC by a **two-thirds (2/3) vote** of present voting members, provided that proposed amendments were introduced at the prior meeting, recorded in the meeting minutes, and included on the current agenda.