School Improvement Committee Bylaws

School name: Mathews Elementary Effective date: SY 2026-2027

Article I — Name and Authority

Section 1. Name
The organization shall be the School Improvement Council (SIC) of the school identified above, within Greenwood School District 50.

Section 2. Authority
The SIC is established under South Carolina law, including S.C. Code § 59-20-60. These bylaws shall be interpreted consistently with applicable law, regulations, and district policy; controlling law prevails in case of conflict.

Article II — Purpose and Responsibilities

Section 1. Purpose
The SIC is an advisory body supporting continuous school improvement through collaboration among families, educators, students when applicable, school leadership, and community representatives.

Section 2. Duties
The SIC shall participate in preparation and review of the school improvement plan and annual updates; assist with improvement and innovation efforts; monitor progress toward goals; advise regarding applicable school incentive grants; prepare the annual report to parents and constituents as required; support the school report card narrative as applicable; and perform other lawful duties assigned by the Board or requested by the principal.

Section 3. Limits
The SIC does not exercise authority reserved to the Board of Trustees, superintendent, principal, or other officials. The SIC may communicate recommendations and, as permitted by the Board, submit a separate report to the Board.

Article III — Membership

Section 1. Elected members — schools below grade 9

The SIC shall have at least two parent representatives elected by parents of enrolled students and at least two teacher representatives elected by teachers assigned to the school. This model adopts four parent seats and four teacher seats for a practical staggered election cycle.

Section 2. Elected members — schools serving grade 9 or above

In addition to four parent and four teacher seats, schools serving grade 9 or above shall have at least two student representatives elected by enrolled students. This model adopts four student seats, with eligibility and ballot access appropriate to the grades served.

Section 3. Appointed community members

The principal shall appoint community representatives to broaden participation and expertise. Under this model, schools below grade 9 shall have up to four appointed community members; schools serving grade 9 or above shall have up to six. At all times, elected members shall constitute at least two-thirds of elected plus appointed members. Vacancies or changed seat counts must not cause noncompliance.

Section 4. Ex-officio members

The principal shall serve ex officio. The SIC may also invite designated leaders of school-related organizations as ex-officio members by majority vote. Ex-officio members may participate in discussion but shall not vote under these model bylaws and shall not be counted toward quorum or the elected-to-appointed ratio.

Section 5. Qualifications

Parent members shall be parents or legal guardians of currently enrolled students; teacher members shall be assigned to the school; student members shall be currently enrolled; community appointees should represent community interests and perspectives. Members shall disclose conflicts of interest and recuse themselves where appropriate.

Article IV — Selection, Terms, and Vacancies

Section 1. Elections

Elections for parent, teacher, and applicable student seats shall be completed by October 15 each school year. Each eligible parent and faculty member shall have a meaningful opportunity to nominate candidates and vote; students shall have an opportunity to elect their representatives. The school shall publicize procedures and retain election records consistent with applicable retention requirements.

Article VI — Meetings and Public Access

Section 1. Regular meetings
The SIC shall adopt an annual schedule and ordinarily meet at least quarterly during the school year, with additional meetings as necessary. Meeting dates and locations should support public participation.

Section 2. Notice and openness
Meetings, agendas, minutes, and records shall comply with the South Carolina Freedom of Information Act, including applicable notice, posting, public access, and recordkeeping requirements. The chair and principal shall coordinate timely posting through approved school channels.

Section 3. Special meetings
Special meetings may be called by the chair or upon request of a majority of voting members, subject to applicable public-notice requirements.

Section 4. Quorum and voting
A quorum is a majority of the currently seated elected and appointed members, provided the SIC is legally constituted. Each such member has one vote; proxy voting is not permitted. Unless otherwise stated, actions pass by a majority of voting members present at a meeting with quorum. Electronic participation or voting may occur only where legally permitted and consistent with district procedures.

Section 5. Minutes and public comment
Minutes shall document attendance, motions, votes, and actions, and shall be approved by the SIC. Public comment may be included under reasonable, viewpoint-neutral procedures established in advance. Student information and other confidential matters shall be protected.

Article VII — Committees and Annual Work

Section 1. Committees
The SIC may establish standing or temporary committees aligned with school improvement goals. Committee participants may include nonmembers; committees report recommendations to the full SIC and may not exercise authority reserved to the SIC.

Section 2. Annual priorities
Early each school year, the SIC shall review school performance information, select improvement priorities, set a meeting calendar, and identify actions and measures of progress.

Section 2. Terms
Elected members serve staggered two-year terms, except that parents of students or students in their final year of enrollment at the school may serve one-year terms. Initial staggered terms shall be established by lot where needed. Appointed community members serve two-year staggered terms under this model and may be reappointed.

Section 3. Vacancies
A vacancy in an elected seat shall be filled through a special election by the relevant constituency as soon as practicable, for the unexpired term. The principal fills an appointed vacancy. Vacancies shall not be used to circumvent the minimum membership or ratio requirements.

Section 4. Reporting
Within 30 days after elections, the school shall submit the required member names, addresses, terms, and member categories to the designated SC-SIC reporting system or office, following current state instructions. The school shall keep records current and meet any additional SC-SIC compliance deadlines.

Section 5. Participation
Members are expected to attend and prepare for meetings. Following three consecutive unexcused absences, the council may review the seat and request a voluntary resignation; any removal and replacement must comply with law and district policy.

Article V — Officers

Section 1. Officers
Officers shall be chair, vice chair, and secretary. They shall be chosen annually by a majority of the elected and appointed SIC members present at a properly noticed meeting with a quorum. Ex-officio members are not eligible to serve as officers or vote for officers.

Section 2. Duties
The chair presides and works with the principal to prepare agendas; the vice chair serves when the chair is unavailable; the secretary ensures minutes, attendance, and approved records are maintained and made available as required.

Section 3. Terms and vacancies
Officers serve one-year terms and may be reelected. A vacancy shall be filled at the next practicable regular meeting by the same election procedure

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Section 3. Annual reporting
The SIC shall collaborate with school leadership on the legally required annual report to parents and constituents and provide other reports or input required by state law and district procedures.

Article VIII — Ethical Practices and Records

Section 1. Conduct
Members shall act respectfully, avoid using SIC membership for personal advantage, disclose actual or apparent conflicts, and support equitable participation.

Section 2. Records
The school shall maintain approved bylaws, membership rosters, election documentation, agendas, minutes, annual reports, and other records according to public records law and district retention schedules.

Article IX — Amendments and Adoption

Section 1. Review
The SIC shall review these bylaws at least every two years and whenever law or district requirements change.

Section 2. Amendment
A proposed amendment shall be distributed to voting members at least 10 calendar days before a publicly noticed meeting. Amendments require a two-thirds affirmative vote of elected and appointed members present, with quorum, and may not conflict with applicable law or district policy.

Section 3. Adoption
These bylaws become effective upon approval by a two-thirds vote of elected and appointed members present at a properly noticed SIC meeting with quorum. Each school shall complete its own adoption record. District administrative review does not replace council adoption.

School-Level Adoption and Certification

School: Mathews Elementary School

Adopted at a duly noticed meeting on: 9/15/26 **Vote:** 9 **in favor /** 0 **opposed /** 0 **abstaining**

SIC Chair (printed name and signature): Dana Duncan Dana Duncan **Date:** 9/15/26

School Principal (acknowledgment):
Tabatha Brewer Tabatha Brewer **Date:** 9.15.26

SIC Secretary (certification of vote):
Heather Marshall Heather Marshall **Date:** 9/15/26

District Representative (review, if required):

_____ **Date:** _____