CONCRETE ELEMENTARY SCHOOL
SCHOOL IMPROVEMENT COUNCIL BYLAWS
2026–2027

ARTICLE I

NAME

The name of this organization shall be **Concrete Elementary School Improvement Council**, hereafter referred to as the **SIC**.

ARTICLE II

PURPOSE

The purpose of the Concrete Elementary School Improvement Council is to:

1. Assist in the development, implementation, monitoring, and evaluation of the school's five-year School Improvement Plan.
2. Assist in the preparation of yearly School Improvement Plan updates.
3. Assist the school in the implementation and monitoring of school improvement initiatives.
4. Review school data and provide input regarding student achievement, student growth, school climate, attendance, family engagement, and other areas identified in the School Improvement Plan.
5. Prepare the annual SIC Report to Parents and the school community as required by state law.
6. Provide opportunities for parents, teachers, community members, and school leaders to work together to support the success of all students.
7. Provide other assistance as requested by the Principal or local school board.

The Council will not have the powers and duties reserved by law or regulation to the local school board.

ARTICLE III

NUMBER AND TYPE OF SIC MEMBERS

The Concrete Elementary School Improvement Council shall be made up of the following representatives:

1. **Two parent representatives** elected by the parents or guardians of students enrolled at Concrete Elementary School.
2. **Two teacher representatives** elected by teachers assigned to Concrete Elementary School.
3. **Two community representatives** appointed by the Principal.
4. **The Principal** as an ex-officio member of the SIC.
5. **The Assistant Principal** as an ex-officio member of the SIC.

The SIC shall consist of **six voting members**: two parent representatives, two teacher representatives, and two community representatives.

The Principal and Assistant Principal shall serve as ex-officio members. Ex-officio members shall have a voice in SIC discussions but shall not be counted as voting members when determining the composition of the Council.

Each elected and appointed member shall have one vote.

No SIC member may vote by absentee ballot or proxy.

ARTICLE IV

NOMINATION, ELECTION, AND APPOINTMENT PROCEDURES

1. Nominations and elections for SIC parent and teacher representatives will be held each year in accordance with applicable state law and district procedures.
2. The Principal, in consultation with the SIC, will establish procedures for conducting parent and teacher elections.
3. The Principal will appoint the two community representatives.
4. Council members will assume their responsibilities immediately upon their election or appointment.
5. The SIC will keep the results of SIC parent and teacher elections on file, including the vote totals for all candidates, for a period of at least two years.
6. The Principal or designee will submit the names and contact information for current SIC members through the required state reporting process.
7. The SIC Chairperson will ensure that the names of current SIC members are shared with the school community through the school website, school newsletter, or other appropriate school communication.

ARTICLE V

TERMS OF OFFICE

1. The term of office for elected SIC members shall be **two (2) years**, with terms staggered so that approximately one-half of the elected positions are elected each year.
2. The term of office for appointed community representatives shall be **one (1) year**.

3. Community representatives may be reappointed for additional terms.
4. There shall be no limit on the number of terms an SIC member may serve.
5. The term of office for an ex-officio member shall continue for as long as that individual holds the position represented on the SIC.

ARTICLE VI

SIC OFFICERS

The officers of the Concrete Elementary School Improvement Council shall consist of:

- **Chairperson**
- **Vice Chairperson**
- **Secretary**

The SIC shall elect these officers from among its elected and appointed voting members.

Officer elections will be held during the first regular meeting after the SIC has completed its elections and appointments for the school year.

The term of office for SIC officers shall be **one year**.

The Principal and Assistant Principal shall not serve as SIC officers.

ARTICLE VII

DUTIES OF OFFICERS

A. Chairperson

The Chairperson shall:

1. Preside at all SIC meetings.
2. Provide general supervision of the activities of the SIC.
3. Work in partnership with the Principal in planning and directing the activities of the Council.
4. Prepare meeting agendas in consultation with the Principal.
5. Ensure that SIC business is conducted in an orderly and timely manner.
6. Serve as the primary representative of the SIC when appropriate.

B. Vice Chairperson

The Vice Chairperson shall:

1. Preside at meetings in the absence of the Chairperson.
2. Assist the Chairperson as requested.
3. Assume the duties of the Chairperson if the Chairperson is unable to complete the term of office.

C. Secretary

The Secretary shall:

1. Keep a full and accurate account of the proceedings and actions of all SIC meetings.
2. Ensure that each Council member receives meeting minutes in a timely manner following each meeting.
3. Prepare official correspondence as requested by the Chairperson.
4. Maintain a file in the school's administrative offices containing copies of meeting agendas, minutes, sign-in sheets, Council correspondence, SIC Reports to Parents, and the SIC bylaws.
5. Maintain a current contact list of all SIC members.

ARTICLE VIII

SIC COMMITTEES

1. The SIC may establish one or more standing committees as needed to assist in the efficient and effective operation of the Council.
2. The SIC may establish temporary committees to study specific issues and make recommendations to the Council.
3. Committees may include SIC members, teachers, parents, community members, business partners, and other citizens who can contribute to the committee's assigned work.
4. Each temporary committee shall include at least one SIC member.
5. The SIC Chairperson will appoint committee members and designate committee chairpersons.
6. Committees shall regularly report to the full SIC and shall remain accountable to the Council.
7. The scope of each committee's work shall be limited to the responsibilities assigned by the full SIC.

ARTICLE IX

MEMBERSHIP TERMINATION AND VACANCIES

SIC membership shall terminate upon any of the following:

1. A parent representative no longer has a child enrolled at Concrete Elementary School.
2. A teacher representative no longer holds a position at Concrete Elementary School.
3. An elected or appointed member misses three consecutive scheduled meetings without proper notice to the Chairperson.
4. An elected or appointed member submits a resignation to the Chairperson.
5. An elected or appointed member becomes otherwise ineligible to serve under applicable law or district procedures.

Vacancies

1. If an elected parent or teacher representative's membership terminates before the end of the individual's term, the candidate who received the next highest number of votes in the most recent election may be offered the position for the remainder of the term.
2. If a replacement cannot be identified or is unwilling to serve, the SIC Chairperson, in consultation with the Principal and full SIC, may appoint an eligible parent or teacher, as appropriate, to fill the vacancy for the remainder of the term.

3. If an appointed community representative's membership terminates before the end of the individual's term, the Principal shall appoint another eligible community representative to fill the vacancy for the remainder of the term.

ARTICLE X

MEETINGS

1. The first regular SIC meeting of the school year shall be held no later than **October 31**.
2. During the first meeting, the SIC shall establish a regular meeting schedule for the remainder of the school year.
3. The meeting schedule shall be communicated to the school community through the school calendar, newsletter, or other appropriate means.
4. The SIC shall meet regularly throughout the school year.
5. The Chairperson or Principal may call additional special meetings as needed, provided reasonable notice is given to all Council members.
6. Individuals who wish to address the SIC may request to be placed on the agenda by contacting the SIC Chairperson or Principal in advance of the meeting.
7. The Chairperson will manage the agenda to ensure that Council business is properly conducted and that individuals scheduled to speak have an opportunity to do so.
8. The Principal or designee shall be included on the agenda of regular SIC meetings to share information regarding school activities, successes, needs, and areas for improvement.
9. Committees shall provide reports to the full SIC as scheduled.

ARTICLE XI

SIC DECISION MAKING

Whenever possible, the SIC will make decisions by consensus.

If voting is necessary, a simple majority vote of the voting members present shall be sufficient to constitute an action of the SIC, provided a quorum is present.

A **quorum** shall consist of a simple majority of the voting members of the Council and shall include at least **one parent representative and one teacher representative**.

Only voting members may vote on SIC business.

ARTICLE XII

TRAINING

At the beginning of each school year, the SIC will ensure that members have access to information regarding:

1. The roles and responsibilities of School Improvement Councils.
2. The responsibilities of individual SIC members.
3. School and district policies and procedures.
4. The school's School Improvement Plan.

5. Relevant school data and areas identified for improvement.

SIC members will be encouraged to attend training opportunities sponsored by Anderson School District One and/or the South Carolina School Improvement Council.

ARTICLE XIII

BYLAW AMENDMENTS

These bylaws may be amended at any regular SIC meeting by a **two-thirds vote of those present**, provided that:

1. The proposed amendment was previously introduced at a regularly scheduled meeting held within the preceding three months;
2. The proposed amendment was included in the minutes of that meeting and distributed to all SIC members; and
3. The proposed amendment is listed as an agenda item for the meeting at which the amendment will be considered.

APPROVAL

Concrete Elementary School Improvement Council

School Year: 2026–2027

Date Approved: _____

Date Revised: _____

SIC Chairperson: _____

Principal: _____

2026–2027 SIC MEETING SCHEDULE

Date	Time
October 13, 2026	3:00 PM
January 26, 2027	3:00 PM
March 23, 2027	3:00 PM

Additional meetings may be scheduled as needed by the SIC.