BUFORD HIGH SCHOOL

SCHOOL IMPROVEMENT COUNCIL BYLAWS

2026–2027

ARTICLE 1 – NAME OF ORGANIZATION

The name of the organization shall be the Buford High School Improvement Council, hereafter referred to as the SIC.

ARTICLE 2 – PURPOSE

(A) The purpose of the Buford High School Improvement Council is to:

1. Assist in the development, implementation, monitoring, and evaluation of the five-year School Improvement Plan, also known as the School Renewal Plan or Strategic Plan.
2. Assist in the preparation of annual School Improvement Plan updates.
3. Assist the school in the development and implementation of the School Reading Plan, including applicable family engagement responsibilities, as required by the Read to Succeed Act.
4. Prepare and distribute the annual SIC Report to the Parents no later than April 30 of each year. A PDF copy shall be uploaded to the SC-SIC Member Network no later than June 1 of each year.
5. Prepare, in collaboration with the Principal, the annual narrative for the South Carolina School Report Card.
6. Provide advice on the use of school incentive award expenditures, if allocated by the legislature and awarded to the school.
7. Provide other assistance as requested by the Principal or local school board.
8. Encourage meaningful parent, student, faculty, and community involvement in school improvement initiatives.

(B) The Council shall serve in an advisory capacity and shall not exercise powers or duties reserved by law or regulation to the local school board, district administration, or school Principal.

ARTICLE 3 – NUMBER AND TYPE OF SIC MEMBERS

(A) The SIC shall be composed of the following representatives:

1. Three (3) parents elected by parents of students enrolled at Buford High School.
2. Three (3) teachers elected by teachers assigned to Buford High School.
3. Three (3) students elected by students enrolled at Buford High School.
4. Four (4) community members appointed by the Principal. The Principal shall select community representatives from the non-parent portion of the community and, in consultation with elected SIC members, strive to make appointments that reflect the diversity of the student body and local community.
5. The Principal, serving as an ex-officio member of the SIC.
6. Two (2) additional ex-officio members: the current Teacher of the Year and the current PTO Chairperson. If an individual holding an ex-officio position is unable to serve for any reason, an appropriate substitute may be named by the organization or group represented.

(B) The elected members of the SIC shall comprise at least two-thirds (2/3) of the combined elected and appointed membership, excluding ex-officio members, in accordance with South Carolina law.

(C) Each elected and appointed member of the SIC shall have one (1) vote. The Principal, as an ex-officio member, shall also have one (1) vote.

(D) Additional ex-officio positions may be established only through a properly adopted amendment to these bylaws. Ex-officio members other than the Principal shall have a voice but shall not be voting members of the SIC.

(E) No SIC member may vote by absentee ballot or proxy.

ARTICLE 4 – NOMINATION, ELECTION, AND APPOINTMENT PROCEDURES

(A) Nominations and elections for SIC parent, teacher, and student representatives shall be conducted annually. Buford High School year. All elections must be completed no later than October 15, as required by South Carolina law.

The specific date, time, and location of nominations and elections shall be determined by the SIC and publicized in advance within the school community.

The Principal shall appoint community representatives in consultation with elected SIC members. Appointments shall be completed in a timely manner following the elections so that the SIC can meet membership and reporting requirements.

Council members shall assume their responsibilities immediately upon election or appointment.

(B) The SIC, in consultation with the Principal, shall develop and approve fair procedures for parent nominations and elections that encourage participation by all eligible parents.

The SIC and school shall communicate election schedules and procedures to all eligible parents in a timely manner using the most effective methods of communication reasonably available.

(C) Teachers shall nominate and elect their representatives during a regularly scheduled faculty meeting, preferably at the beginning of the school year. Procedures shall ensure that every faculty member has an opportunity to vote each year.

(D) Students shall nominate and elect their representatives at the same time elections are held for Student Council, whenever possible. SIC representative positions shall be listed separately on the ballot and shall be in addition to positions elected for Student Council. All SIC student representatives shall be elected at-large by the entire student body.

(E) The SIC shall maintain election records, including vote totals for all candidates, for a minimum of two (2) years.

(F) In accordance with state law and SC-SIC reporting requirements, the Principal or designee shall ensure that the names, contact information, membership category, and terms of service for all current SIC members are entered and updated in the SC-SIC Member Network. Membership information shall be submitted within the required statutory timeframe and no later than November 15 of each year.

(G) The SIC Chairperson shall ensure that the names of all current SIC members are posted on the school website and/or published in the school newsletter.

ARTICLE 5 – TERMS OF OFFICE

(A) Elected SIC members shall serve a minimum term of two (2) years, as required by South Carolina law.

Parents of students and students who are in their last year of enrollment at Buford High School may serve one-year terms.

The terms of elected members shall be staggered so that approximately half of the elected positions expire each year. Initial staggered terms shall be determined by lot.

Appointed community members shall serve one-year terms. Community appointments shall be staggered when practicable to provide continuity of membership.

(B) The term of office for an ex-officio member shall continue for as long as that individual holds the position or office represented on the SIC.

(C) There shall be no limit on the number of terms an SIC member may serve.

ARTICLE 6 – SIC OFFICERS

(A) The officers of the Buford High School Improvement Council shall consist of a Chairperson, Vice Chairperson, and Secretary.

The SIC shall elect officers from among its elected and appointed members. Officer elections shall take place during the first regular meeting after the annual elections and appointments have been completed.

The term of office for SIC officers shall be one (1) year.

(B) Any elected or appointed SIC member shall be eligible to serve as an officer, except that all three officer positions shall not be held at the same time by members representing the same elected category.

Ex-officio members, including the Principal, shall not be eligible to serve as officers or vote in officer elections.

ARTICLE 7 – DUTIES OF OFFICERS

(A) Chairperson

The Chairperson shall:

1. Preside at all SIC meetings and provide general supervision of SIC activities.
2. Work in partnership with the Principal in planning and directing the activities of the Council.
3. Prepare meeting agendas in consultation with the Principal.
4. Ensure that meeting notices and agendas are distributed to SIC members and publicly posted in a timely manner in accordance with applicable South Carolina Freedom of Information Act requirements.
5. Direct the business and activities of the SIC in accordance with its approved agenda and applicable laws.
6. Appoint members to standing and temporary committees as needed and serve as an ex-officio member of all committees.
7. Ensure that the SIC fulfills its responsibilities under state law and maintains compliance with applicable SC-SIC reporting requirements.
8. Ensure that the SIC operates in accordance with these bylaws and applicable district policies.

Agenda changes or additions after public posting shall be handled in accordance with applicable Freedom of Information Act requirements.

(B) Vice Chairperson

The Vice Chairperson shall preside at meetings in the absence of the Chairperson and assist the Chairperson as requested.

(C) Secretary

The Secretary shall be responsible for:

1. Keeping a full and accurate account of the proceedings and actions of all SIC meetings through official minutes and ensuring that each Council member receives the minutes in a timely manner.
2. Preparing official correspondence as requested by the Chairperson.
3. Ensuring that the SIC maintains a file in the school's administrative offices containing copies of past meeting agendas, minutes, sign-in sheets, Council correspondence, SIC Reports to the Parents, and approved SIC bylaws.
4. Maintaining a current contact list of all SIC members that includes telephone numbers, mailing addresses, and, whenever available, email addresses.
5. Ensuring that meeting minutes and other required records are maintained and made available in accordance with applicable public records requirements.

ARTICLE 8 – SIC COMMITTEES

(A) The SIC may establish one or more standing committees, by majority vote recorded in the meeting minutes, as needed to assist in the efficient and effective operation of the Council.

Standing committees should, whenever appropriate, reflect the major goals and strategies of the school's five-year School Improvement Plan.

(B) The SIC may also establish temporary committees, by majority vote recorded in the meeting minutes, to study specific issues and make recommendations to the Council.

Temporary committees may include teachers, parents, students, business leaders, and other interested citizens. An individual does not have to be an SIC member to serve as a temporary committee chairperson or member; however, each temporary committee shall include at least one SIC member.

(C) The SIC Chairperson shall appoint members of standing and temporary committees and designate committee chairpersons.

(D) All committees shall regularly report their activities and recommendations to the full SIC. Their responsibilities and scope of work shall be limited to those assigned by the full Council.

ARTICLE 9 – MEMBERSHIP TERMINATION AND VACANCIES

(A) SIC membership shall terminate upon any of the following circumstances:

1. A parent representative no longer has a child enrolled at Buford High School.
2. A teacher representative no longer holds a teaching position at Buford High School.
3. An elected student representative is no longer enrolled at Buford High School.
4. An elected or appointed member misses three (3) consecutive scheduled meetings without proper notice to the Chairperson.
5. An elected or appointed member submits a written letter of resignation to the Chairperson.
6. An elected or appointed member is elected to the district school board.

Before declaring a position vacant due to three consecutive absences, the Chairperson shall notify the member and provide an opportunity for the member to explain the absences. The SIC shall determine whether the position should be declared vacant.

(B) If an elected parent, teacher, or student representative's membership terminates before the end of the individual's term, the person receiving the next highest number of votes in the most recent election shall be offered the position for the remainder of the term.

If such an individual cannot be identified or is unwilling to serve, the SIC Chairperson, in consultation with the Principal and full SIC, may appoint another eligible parent, teacher, or student, as appropriate, to fill the vacancy for the remainder of the term.

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

(D) All vacancies shall be filled in a timely manner to maintain appropriate representation and compliance with state membership requirements.

ARTICLE 10 – MEETINGS

(A) The first regular SIC meeting of the school year shall be held no later than September 30.

(B) During the first meeting, the SIC shall establish a regular meeting schedule for the remainder of the school year.

The schedule shall be posted on the school website, included in the monthly school calendar, and/or otherwise made available in a prominent location within the school.

The SIC shall strive to schedule meetings on days and at times that accommodate parents, community members, teachers, and administrators.

(C) The SIC shall meet monthly during the school year, except that the Council may choose not to schedule a meeting in December.

The SIC Chairperson or Principal may call additional special meetings. All members shall receive notice of special meetings, and public notice shall be provided in accordance with applicable law.

Committee meetings may be scheduled as needed by the SIC Chairperson, Principal, or committee chairperson, provided reasonable advance notice is given to committee members and applicable public meeting requirements are followed.

(D) All SIC meetings shall be open to the public. Parents, students, faculty, community members, and other interested individuals shall be encouraged to attend.

Individuals wishing to be placed on the agenda should submit a request to the SIC Chairperson or Principal at least five (5) days before the meeting, whenever possible.

The Chairperson shall organize the agenda to ensure that Council business is conducted appropriately and that scheduled speakers have an opportunity to address the Council.

The Chairperson may include a public comment period on the agenda as appropriate.

Meeting notices, agendas, changes, and other public meeting procedures shall comply with the South Carolina Freedom of Information Act and applicable district policies.

(E) The Principal or designee shall be scheduled on the agenda of every regular SIC meeting to share information regarding school activities, successes, concerns, and current improvement initiatives.

Committees shall provide reports as scheduled.

(F) Meeting agendas, minutes, attendance records, and other required documentation shall be maintained in the school's administrative offices and made available in accordance with applicable public records requirements.

ARTICLE 11 – SIC DECISION MAKING

(A) Whenever possible, the SIC shall make decisions through consensus.

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

(B) A quorum shall consist of a simple majority of the Council's voting membership, including at least one (1) parent representative, one (1) teacher representative, and one (1) student representative.

(C) Only members authorized to vote under Article 3 shall participate in voting on Council business.

(D) All official votes and actions of the SIC shall be recorded in the meeting minutes.

ARTICLE 12 – TRAINING

(A) At the beginning of each school year, the SIC shall ensure that members have access to information regarding their roles and responsibilities, school and local district policies and procedures, applicable state laws, and the school's current improvement goals.

(B) New SIC members shall be provided an orientation to the purpose, responsibilities, structure, and procedures of the Council.

(C) SIC members shall be encouraged to participate in training workshops and professional learning opportunities sponsored by the local school district and/or the South Carolina School Improvement Council (SC-SIC).

(D) The SIC shall periodically review its effectiveness, membership participation, and progress toward supporting the school's improvement goals.

ARTICLE 13 – BYLAW AMENDMENTS

(A) These bylaws may be amended at any regular SIC meeting by a two-thirds (2/3) vote of members present, provided that:

1. The proposed amendments were introduced at a regularly scheduled SIC meeting held within the preceding three (3) months.
2. The proposed amendments were included in the minutes of that meeting and distributed to all Council members.
3. The proposed amendments are listed as an agenda item for the meeting at which the vote will take place.

(B) The most current approved copy of the SIC bylaws shall be maintained in the school's administrative offices and made available to SIC members and the public upon request.

(C) Any amendments shall be recorded, including the date of approval, and incorporated into the official copy of the bylaws.

APPROVAL AND REVISION RECORD

Original Approval Date: March 15, 2023

Revised Draft: 2026–2027

Date Approved by SIC: _____9/14/26_____

Chairperson: _____Jennifer Bridges_____

Principal: _____Mari H. McTamney_____

Date of Next Review: _____September 2027_____