School Improvement Council Bylaws

2026–2027 • Proposed for Council Adoption

ARTICLE I — Name and Authority

The organization shall be known as the Heath Springs Elementary School Improvement Council (SIC). The SIC is established under S.C. Code Ann. § 59-20-60 and operates in accordance with applicable South Carolina law, school district policy, and these bylaws.

ARTICLE II — Purpose and Duties

The SIC is an advisory body that works collaboratively with the principal, families, faculty, and community to improve educational opportunities and student outcomes. Its responsibilities include:

- Assisting in the preparation of the school's five-year improvement/renewal plan and annual updates;
- Assisting with the development, implementation, and monitoring of school improvement and innovation;
- Reviewing schoolwide academic, attendance, climate, and other improvement information and recommending priorities;
- Advising on the use of school incentive grant awards when applicable;
- Preparing the annual school report to parents and constituents on progress toward school and district goals, to be provided by November 15 each year;
- Providing other assistance requested by the principal or assigned by the district board; and
- Offering a separate report to the district board when necessary through procedures established by the board.

The SIC does not exercise powers reserved by law or regulation to the district board or school administration.

ARTICLE III — Composition and Membership

The voting membership shall consist of four parents elected by parents of enrolled students, four teachers elected by the faculty, and up to four community representatives appointed by the principal. The principal shall serve ex officio. Other ex-officio school or organization leaders may be invited in a nonvoting capacity, consistent with district policy.

At all times, at least two parent members and two teacher members must be elected, and elected representatives must comprise at least two-thirds of the combined elected and appointed membership, excluding ex-officio members. If vacancies or changes affect this ratio, appointments shall be deferred or membership adjusted until compliance is restored.

Parent representatives must be parents or guardians of students enrolled at the school when elected; teacher representatives must be teachers assigned to the school. Community representatives should bring perspectives from the local community and be appointed by the principal. Members serve without compensation.

ARTICLE IV — Elections, Appointments, and Terms

Parent and teacher elections shall be completed no later than October 15 each school year. The school shall give all parents and faculty members an opportunity to nominate candidates and vote in their respective elections, with reasonable advance notice and accessible voting methods. The principal or designee shall coordinate fair election procedures and document the results.

Elected members serve staggered two-year terms, with initial staggering determined by lot when necessary. A parent of a student in the student's final year at the school may serve a one-year term as permitted by law. Community representatives serve one-year renewable appointments unless district requirements provide otherwise.

Within 30 days following elections, the school shall provide the names, addresses, terms of service, and representative status of all council members to the designated South Carolina SIC assistance program/member reporting system as required by § 59-20-60.

An elected vacancy shall be filled by an election of the relevant constituency for the unexpired term; a community vacancy shall be filled by principal appointment. A member who no longer meets eligibility requirements shall notify the chairperson and principal promptly. Any removal for attendance or conduct shall follow applicable district policy and lawful procedures.

ARTICLE V — Officers

At the first meeting following the annual elections, the council shall elect a Chairperson, Vice Chairperson, and Secretary from among its voting members. Officers serve one-year terms and may be reelected. The Chairperson presides and works with the principal on agendas; the Vice Chairperson presides in the Chairperson's absence; and the Secretary records attendance, minutes, votes, and council records. The principal supports the council but shall not serve as Chairperson.

ARTICLE VI — Monthly Meetings and Public Access

The SIC shall meet monthly during the school year, ordinarily August through May, on dates established and published in an annual meeting schedule. The Chairperson may call additional meetings in consultation with the principal. Meetings may be held in person or through a legally permissible electronic format.

SIC meetings are public meetings subject to the South Carolina Freedom of Information Act (S.C. Code Ann. § 30-4-10 et seq.). Public notice, agendas, meeting changes, minutes, executive sessions, and records shall be handled as required by law. Regular meeting schedules shall be made publicly available; agendas shall be posted at least 24 hours before meetings as applicable. The council shall provide a reasonable opportunity for public input under procedures set by the Chairperson, without implying a right to vote.

ARTICLE VII — Quorum, Voting, and Procedures

A quorum shall be a majority of the filled voting seats, excluding nonvoting ex-officio participants. Each voting member has one vote. Unless law or these bylaws require otherwise, a motion passes by a majority of votes cast at a meeting with a quorum. No proxy voting is permitted. Voting and deliberation shall comply with open-meeting law. The Chairperson may use a simplified parliamentary procedure, with Robert's Rules of Order as a guide when not inconsistent with law or these bylaws.

ARTICLE VIII — Committees and Annual Work Plan

The SIC may create temporary committees on academic achievement, family engagement, attendance, school climate, and community partnerships. Committees shall report recommendations to the full council and shall comply with applicable public-meeting requirements. Each year the SIC shall establish priorities, review progress at monthly meetings, and coordinate its annual report with school leadership.

ARTICLE IX — Ethics, Confidentiality, and Records

Members shall act respectfully, disclose conflicts of interest, and protect confidential student, personnel, and family information. Public council records shall be retained and disclosed according to applicable law and district policy. Individual student or employee matters are not SIC business except as lawfully addressed through authorized school channels.

ARTICLE X — Amendments and Review

Proposed amendments must be shared in writing with members at least ten calendar days before a scheduled vote. Amendments require a two-thirds vote of members present and voting with a quorum, provided no provision conflicts with state law or district policy. The SIC shall review these bylaws annually and whenever state guidance changes.

ARTICLE XI — Adoption

These bylaws are adopted upon approval by the SIC and completion of any required review under South Carolina SIC guidance or district procedures. They supersede prior bylaws only upon becoming effective.

Adopted on: _____

SIC Chairperson: _____

Principal: _____

Secretary: _____

Legal and Implementation References

- S.C. Code Ann. § 59-20-60(5)–(6) — annual report, SIC membership, elections, terms, duties.
- S.C. Code Ann. § 30-4-10 et seq. — South Carolina Freedom of Information Act.
- South Carolina School Improvement Council, “Tips for Creating or Updating SIC Bylaws” and “Guide for Adapting the Sample SIC Bylaws for Elementary and Middle School SICs.”
- Implementation note: This is a customized draft, not a reproduction of the SC-SIC sample. Submit to SC-SIC for review before effectiveness if required by its guidance, and verify consistency with Lancaster County School District policy.