School Improvement Council (SIC) Bylaws

1. Membership Categories and Requirements

- The SIC shall consist of elected members, appointed members, and ex-officio members.
- Elected members shall include:
    - At least two parent representatives elected by parents of students enrolled at the school.
    - At least two teacher representatives elected by the school's faculty.
- Appointed members shall include community representatives appointed by the principal.
- Elected members shall make up at least two-thirds of the combined elected and appointed membership.
- Ex-officio members shall include the school principal and other representatives of school organizations or leadership positions as determined by the council.
- All members are expected to participate in meetings and contribute to school improvement efforts.

2. Election and Appointment Procedures

- Parent representatives shall be elected by parents or guardians of students enrolled at the school.
- Teacher representatives shall be elected by members of the school's faculty.
- Elections shall be conducted annually, no later than October 15.
- The school shall provide parents and faculty with an opportunity to participate in the election process.
- The principal shall appoint community representatives to the council.
- Election and appointment procedures shall be fair and provide opportunities for participation from the school community.
- Election results and current membership information shall be maintained by the school.

3. Officer Positions and Elections

- The SIC shall have the following officer positions:
    - Chairperson
    - Vice Chairperson
    - Secretary
- Officers shall be elected by SIC members.
- Officer nominations shall be accepted from current council members.
- Officers shall serve one-year terms.
- The Chairperson shall:

    - Lead and facilitate SIC meetings.
    - Work with the principal to establish meeting agendas.
    - Ensure the council remains focused on school improvement goals.
- The Vice Chairperson shall:
    - Assist the Chairperson.
    - Lead meetings when the Chairperson is unavailable.
- The Secretary shall:
    - Record meeting minutes.
    - Maintain meeting records and attendance.
    - Distribute meeting minutes to council members.

4. Terms of Office and Vacancies

- Elected members shall serve two-year terms, as required by South Carolina law.
- Terms shall be staggered so that approximately half of the elected membership is elected each year.
- Members serving their final year of eligibility at the school may serve a one-year term when permitted by state law.
- Appointed community members shall serve one-year terms and may be reappointed.
- Ex-officio members shall serve for as long as they hold the position they represent.
- If an elected member resigns or becomes unable to serve, the next highest vote recipient from the previous election may be offered the position.
- If no eligible candidate is available, a replacement may be selected through the appropriate election or appointment process.
- Vacancies among appointed members shall be filled by the principal.

5. Voting Requirements

- Each elected and appointed member shall have one vote.
- Ex-officio members may participate in discussion but shall not vote.
- A simple majority of voting members present shall be required to approve motions.
- A quorum shall consist of a majority of the voting membership.
- Voting may take place through a verbal vote or another method agreed upon by the council.
- Members must be present at the meeting to cast a vote. Proxy voting shall not be permitted.

6. Meeting Procedures and Public Notice

- The SIC shall meet on the first Monday of each month.
- Meetings shall be conducted virtually using an online meeting platform, unless noted at least 24 hours in advance.

- A meeting link shall be distributed to SIC members prior to each meeting.
- Meeting agendas shall be prepared and distributed to members before each meeting.
- Meetings shall follow an established agenda to ensure discussions remain focused and productive.
- Meeting minutes shall be recorded and maintained by the Secretary.
- SIC meetings shall be open to the public.
- Public notice of regular meetings shall be provided at the beginning of each calendar year.
- Meeting agendas shall be publicly posted at least 24 hours before each meeting, in accordance with South Carolina Freedom of Information Act requirements.
- Public notices shall include the meeting date, time, location, and virtual access information.
- Special or rescheduled meetings shall be publicly announced in accordance with applicable notice requirements.

7. Responsibilities of the SIC

- Assist in the development and review of the school's five-year improvement plan.
- Monitor progress toward school improvement goals.
- Review school performance data and the annual school report card.
- Encourage parent, student, and community involvement.
- Provide recommendations and feedback to school administration regarding school improvement.
- Assist with the preparation of the annual SIC Report to the Parents.
- Serve in an advisory capacity to the principal and school.

8. Amendments to the Bylaws

- Proposed amendments may be introduced by any SIC member.
- Proposed amendments shall be shared with council members prior to voting.
- Amendments shall require approval by a majority of voting members present at a meeting with a quorum.
- All amendments must remain consistent with South Carolina law and applicable state SIC guidelines.