Bylaws of the School Improvement Council / Committee (SIC)

School Name: Honea Path Elementary

School District: Anderson 2

Effective Date: 2026/2027

Article I: Name and Purpose

Section 1: Name
The name of this organization shall be the Honea Path Elementary School Improvement Committee.

Section 2: Purpose and Role
The primary purpose of the SIC is to serve as an advisory committee to the school principal. The committee works collaboratively to support student achievement, foster family and community engagement, and enhance overall educational quality in alignment with state statutory mandates and federal Title I regulations.

Section 3: Title I Responsibilities
As a designated Title I Schoolwide Elementary School, the Committee shall specifically:

- Participate jointly in the annual development, review, and revision of the **Title I Schoolwide Plan** and the **School-Parent Compact**.
- Assist in developing and updating the school's **Parent and Family Engagement Policy**.
- Evaluate the allocation and effectiveness of Title I federal funding supporting schoolwide academic interventions, family literacy/math nights, and instructional resources.
- Review school academic performance data (standardized testing, benchmark assessments, attendance, and climate surveys) to identify subgroup needs and close achievement gaps.

Article II: Membership Composition and Representation

Section 1: Composition Requirements
The membership shall be balanced and representative of the school community.

Membership Category	Minimum Representation	Selection Method
Parents / Guardians	At least 2 members (must not be school employees)	Elected by parents/guardians of enrolled students
Teachers / Certified Staff	At least 2 members	Elected by certified school staff
Community Members	At least 2 members	Appointed by the Principal
Ex-Officio Members	Principal and Assistant Principal	Automatic by nature of position

Section 2: Term of Office

- Elected parent and teacher representatives shall serve staggered **two-year terms** to maintain organizational continuity.
- Appointed community members shall serve a **one-year term**, renewable at the principal's discretion.
- Ex-officio members serve for the duration of their tenure in their respective professional roles.
- Terms shall begin on August 1st and conclude on July 31st of the designated year.

Section 3: Elections and Appointments

- Elections for parent representatives shall be conducted bi-annually before October 15th via open nomination and voting (electronic or paper ballot).
- Teacher elections shall occur concurrently during early-year faculty meetings.
- Vacancies occurring mid-term shall be filled for the unexpired portion by appointment by the Chair with approval of the Executive Officers.

Article III: Officers and Duties

Section 1: Officers

The executive officers of the Council shall consist of a Chair, Vice-Chair, and Secretary. Officers shall be elected annually by majority vote of the SIC membership at the first official meeting of

the school year.

Section 2: Duties of Officers

- **Chair:** Presides over all meetings, prepares meeting agendas in consultation with the Principal, appoints subcommittee chairs, and serves as the primary liaison between the Council, school leadership, and district advisory boards.
- **Vice-Chair:** Assumes the duties of the Chair in their absence, assists in agenda preparation, and oversees subcommittee progress.
- **Secretary:** Records accurate minutes of all regular and special meetings, maintains attendance rosters, distributes meeting notices and minutes to all members and the public, and archive official records.
- **Principal (Ex-Officio):** Provides school data and district policy updates, presents Title I budget proposals, ensures compliance with federal/state statutes, and facilitates school-level implementation of Council recommendations.

Article IV: Meetings and Governance

Section 1: Regular Meetings
The SIC shall meet at least **eight (4) times** per academic year. Meeting schedules for the year shall be established at the September meeting and published on the school website.

Section 2: Open Meetings and Public Notice
All regular and special meetings are open to the public. Notice of meetings, along with the draft agenda, shall be posted at least 48 hours in advance in visible school areas and electronically on the school website.

Section 3: Quorum and Voting

- A simple majority (50% + 1) of the total active voting membership shall constitute a quorum necessary to transact official business.
- Each elected and appointed member (including ex-officio) shall have one vote.
- Decisions shall be made by simple majority vote of members present when a quorum exists.

Section 4: Attendance Requirement

Members are expected to attend all scheduled meetings. Absence from three (3) consecutive meetings without prior written notice to the Chair may result in revocation of membership and declaration of a vacancy.

Article V: Amendments and Review

Section 1: Annual Bylaws Review
These bylaws shall be reviewed annually during the first meeting of the academic year to

ensure ongoing compliance with Title I regulations, district guidelines, and state legislation.

Section 2: Amendment Process
These bylaws may be amended at any regular meeting of the Council by a two-thirds (2/3) vote of the active membership, provided that the written text of the proposed amendment has been submitted to all members at least ten (10) days prior to the meeting.

Section 3: Compliance Clause
In the event that any provision of these bylaws conflicts with federal Title I statutes, state education laws, or school district board policies, the applicable law or district policy shall govern.