Batesburg-Leesville
Primary School
"Championing opportunities for all students."

Batesburg-Leesville Primary School
School Improvement Council Bylaws

Article 1: Name of Organization

The name of the organization will be the Batesburg-Leesville Primary School Improvement Council.

Article 2: Purpose

A. The purpose of the Batesburg-Leesville Primary School Improvement Council is to:

1. Assist in the development, implementation, and evaluation of the five-year School Strategic Plan;

2. Assist in monitoring the school's progress under the School Strategic Plan;

3. Assist the school in the development of the family engagement portion of the School Reading Plan as required by the Read to Succeed Act;

4. Write the school's annual *SIC Report to the Parents*, which provides information on the school's progress in meeting school and district goals, due for distribution by April 30th of each year;

5. Assist the Principal in writing the narrative for the annual SC School Report Card;

6. Serve as a liaison between the school, school organizations, the community, and the local school board by collecting and disseminating pertinent information; and

7. Provide other assistance that the Principal may request, as well as carrying out any other duties prescribed by the local school board.

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

Article 3: Representation & Membership

A. The SIC will consist of the following representatives:

   1. At least two parents or guardians, elected by the parents or guardians of students enrolled in the school.

   2. At least two teachers, elected by the teachers assigned to the school.

   3. Two members of the local community will be appointed by the Principal. The Principal will select these members from the non-parent community to reflect the diversity of the student body and local community.

   4. The Principal, Assistant Principal, and Assistant Administrator will serve as ex-officio members of the SIC.

B. The SIC is required to maintain twice as many elected members as appointed members. Ex-officio members are not included in this count.

C. Each elected and appointed member shall have one vote. The ex-officio members will also have one vote. Absentee ballots or proxy votes will not be permitted.

D. Ex-officio positions, in addition to the Principal, may only be created by the SIC through a properly adopted amendment to these bylaws. These additional ex-officio members shall not be voting members of the SIC.

Article 4: Election & Appointment Procedures

A. The SIC will hold nominations and elections for parent and teacher representatives each year. The SIC will determine the specific date, time, and location for nominations and elections each year and publicize them in advance within the school community. The Principal will appoint community member representatives, in consultation with elected SIC members, no later than September 15 each year. Council members will assume their responsibilities immediately upon their election or appointment.

B. The SIC, in consultation with the Principal, will develop and approve fair procedures for parent nominations and elections that encourage participation by all parents. The SIC and school will communicate information about SIC parent nomination and election schedules and procedures to all eligible parents in a timely manner, using the most effective communication methods reasonably available.

C. The SIC will use a fair and inclusive procedure to nominate and elect SIC teacher representatives. The election process will take place during the first week teachers return to school.

D. The SIC membership data will be entered into the SC-SIC Member Network database by November 15th of each year as required by state law.

E. The SIC will ensure that the names of all SIC members for the current school year are posted on the school website.

Article 5: Tenure

A. The term of office for all elected SIC members is two (2) years according to state law. The term of office for an appointed community member is one (1) year.

B. The term of office for an ex-officio member of the SIC will continue for as long as that individual holds the position that is represented on the SIC.

C. There is no limit on the number of terms that an SIC member may serve.

D. Membership on the SIC will terminate when a member:
   1. No longer has a child enrolled in the school;
   2. No longer holds a teaching position at the school;
   3. Has missed three consecutive scheduled meetings without notice to the Chairperson;
   4. Submits a letter of resignation to the Chairperson; or
   5. Is elected to the Lexington 3 Board of Commissioners

In any of the above situations, the Chairperson, in the case of an elected member, will appoint the person with the next-highest number of votes in the most recent election. For an appointed member, the Principal will select a replacement. In both cases, the replacement will serve the remainder of the replaced member's term.

Article 6: Officers

A. The officers of the Batesburg-Leesville Primary School Improvement Council will consist of a Chairperson, Vice Chairperson, and Secretary. The SIC will elect these officers annually by the full Council membership in the first Council meeting of each academic year. At no time will these positions be held exclusively by teachers or exclusively by parents. Ex-officio members are not eligible to be officers of the Council.

Article 7: Duties of Officers

A. The Chairperson will preside at all meetings and have general supervision of the activities of the SIC. The Chairperson will work in partnership with the Principal in planning and directing the activities of the Council. The Chairperson, in consultation with the Principal, will prepare the agenda for all SIC meetings and ensure that the agenda is sent to all Council members and posted publicly in a timely manner, but no later than 24 hours prior to the meeting. The Chairperson retains the right to modify the

agenda if it is determined to be in the best interest of the Council and direct the pace of the meeting so as to best accomplish the agenda. The Chairperson will appoint members to standing and temporary committees as needed, and serve as an ex-officio member of all committees.

B. The Vice Chairperson will preside over meetings in the Chairperson's absence and assist the Chairperson as needed.

C. The Secretary is responsible for:
    1. Keeping a full and accurate account of all the proceedings and actions of all SIC meetings (minutes) and ensuring that each Council member receives this information in a timely fashion following each meeting;
    2. Preparing any official correspondence that the Chairperson may request;
    3. Assisting in maintaining a Council file in the school's administrative offices containing copies of all minutes, Council correspondence, the annual school strategic plan, the *Report to the Parents*, and the current Council bylaws;
    4. Maintaining a contact list of all SIC members that includes current telephone numbers and email addresses.

Article 8: Meetings

The meeting calendar for the academic year will be determined annually at the initial meeting of the newly elected Council. The Council will hold at least eight (8) regular meetings during the academic calendar year. Special meetings may be called by the Chairperson or the Principal, provided that all Council members are notified at least 24 hours in advance.

The first Council meeting of the academic year will be held no later than September 30.

All Council meetings are open to the public and to anyone interested in the Council and its activities. Persons interested in presenting at a Council meeting may request to be put on the agenda no later than five (5) days before the meeting date. The Chairperson will time the agenda to ensure that Council business is properly conducted and that persons scheduled to speak will have the opportunity to do so.

The Principal or designee will be scheduled on the agenda to share information on school activities, successes, and concerns.

Meetings may be held in person or virtually.

Article 9: SIC Decision Making

Whenever possible, the SIC will make decisions by consensus. If voting is necessary, a simple majority vote will be sufficient to constitute an action of the SIC. A simple majority of the

Council membership (elected and appointed) constitutes a quorum, provided at least one parent and one teacher representative are present.

Article 10: Training

An orientation session will be held annually for all Council members, which includes information on Council roles, responsibilities, and functions, as well as school and local District policies and procedures. Council members will be encouraged to attend School Improvement Council training workshops sponsored by the District office and/or South Carolina School Improvement Council (SC-SIC) of the University of South Carolina College of Education.

Article 11: Amendments

These bylaws may be amended at any regular SIC meeting by a two-thirds vote of those present, provided that the specific amendments have been introduced at a prior meeting, included in the minutes of that meeting, and are listed on the agenda for the current meeting.

Date BLPS Bylaws Approved on _____