Chapin High School

School Improvement Council Bylaws

I. NAME OF ORGANIZATION

The name of the organization will be the Chapin High School Improvement Council (SIC).

II. PURPOSE

The Chapin High School Improvement Council will:

A. Assist in the development, implementation and evaluation of the five-year school improvement plan (also known as the school renewal plan or strategic plan).

B. Assist in the preparation of yearly SIC goal(s). The SIC will not exceed three goals per year.

C. Write the annual Report to Parents, which provides information on the school's progress in meeting school and district goals and objectives, due for distribution by April 30.

D. Prepare the annual narrative for the School Report Card, in conjunction with the principal.

E. Provide advice on the use of school incentive award expenditures (if allotted by the legislature and awarded to the school).

F. Participate in the revision of the School Improvement Plan if the school is rated unsatisfactory on the School Report Card.

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

H. Provide other assistance that the principal may request as well as carrying out any other duties prescribed by the local school board.

III. MEMBERSHIP AND VOTING

A. Voting Members

1. Parents. Six parents shall be members of the SIC, elected by the parents of the rising 9^{th} through 12^{th} grade Chapin High School (CHS) students.

2. Teachers. Two CHS teachers, elected by the teachers of CHS shall be members of the SIC and TOY.

3. Community. Three representatives from the greater school community shall be appointed by the principal as members of the SIC. Appointments will present non-parent taxpaying members of the community who have an interest in the school.

4. Students. The CHS student body president shall represent CHS by virtue of his/her election. One additional student representative from each grade level shall be elected by their classmates to serve on the SIC.

B. Member Balance: There must be twice as many elected members as appointed members, which represent a 2/3 elected to 1/3 appointed ratio. This ratio is mandated by state law and does not include ex-officio members. At no time may the number of appointed Community Representatives exceed 1/3 of the total number of elected members.

C. Ex-Officio Members: The principal and vice-principal(s) will serve as ex-officio members of the council. At least three additional ex-officio members will serve on the council including, but not limited to: the immediate past chairperson of the School Improvement Council, the Teacher of the Year, one representative of each official booster club, and the CHS PTSO.

D. Voting: All members (other than ex-officio) will have one vote. Absentee ballots or proxy voting will not be permitted.

IV. ELECTION AND APPOINTMENT PROCEDURES

A. Election and Appointment Dates: Elections will be held no later than October 15 of each year, and council members will assume their responsibility immediately. The principal will make appointments to the council in consultation with the elected members before the first regular meeting of the council for the current school year and/or needed to maintain a balance of elected to appointed members. Appointment names and contact information will be presented to the SIC chairperson and secretary in writing. (Email is acceptable).

B. Election Procedures

1. Parents: Information about the upcoming election of parent representatives will be printed in the school newsletter and other means of communication. Nomination forms will be requested of each candidate detailing their qualifications and will be made available at the CHS main office at least two

weeks prior to the election. Each parent/guardian of students currently attending Chapin high School will be allowed to vote. Personnel at the Chapin High School main office will maintain a list of those voting. Each parent/guardian of rising 9th through 12th students shall be allowed one vote regardless of the number of students they have attending CHS. Ballots shall include the voter's name, their student's name and rising grade. Ballot boxes will be available during the day of the election at the CHS main office. Ballots for parents representatives will be counted and certified by the three SIC officers the day following the election. If the number of candidates exceeds the number of vacancies, the SIC secretary will maintain a list of candidates by order of votes received in the event there is future vacancy to be filled. (See Article 5, Section B).

2. Teachers: Teacher representatives to the council will be elected during a regularly scheduled faculty meeting before May 1 for the next school year. Nominations shall be made from the floor, however voting will be accomplished via written, secret ballot. One teacher shall be elected from within the science and math departments; one teacher shall be elected from within the liberal arts department; one teacher shall be elected from the remaining departments. Nominations and voting shall be done within the three respective areas. Outgoing teacher representatives shall count and announce the faculty selection immediately following voting.

3. Students: Four student representatives (one for each grade level) will be elected by members of their specific class by May 1 for the next school year.

C. Publication of Members: The names and addresses of all council members will be forwarded to the school district's SIC contact within 30 days following the election by the SIC secretary. Names of new members will be published in the Chapin High School newsletter as soon as possible after the election. Names of appointed members will be published in the school newsletter as soon as possible after appointments are made.

V. TENURE

A. Terms and Limits: All elected and appointed members (other than student and teachers) will serve two-year terms. Terms are to be staggered so that there are always two returning parent members. Student and teacher representatives' will serve one year terms. Ex-officio members will serve by virtue of the office they hold to be members of the council. Students shall have no term limits however, parents, teachers and appointed shall be limited to two consecutive terms.

B. Termination: Membership on the council will terminate when:

1. Parent. No longer has a child enrolled in the school, has missed three consecutive scheduled meetings without proper notice to the chairperson, submits a letter of resignation to the chairperson, or is elected to the district school board.

2. Teacher. No longer holds a teaching position at the school, has missed three consecutive scheduled meetings without proper notice to the chairperson, submits a letter of resignation to the chairperson, or is elected to the district school board.

3. Appointed. No longer is a taxpaying member of the community, has missed three consecutive scheduled meetings without proper notice to the chairperson, submits a letter of resignation to the chairperson, or is elected to the district school board.

4. Student. No longer is a registered student in the school, has missed three consecutive scheduled meetings without proper notice to the chairperson, or submits a letter of resignation to the chairperson.

C. Termination Process: In the event of the termination of an elected member the person with the next highest number of votes in the most recent election shall replace the terminated member. In the case of an appointed member, the principal will select a replacement. In both situations the replacement will finish the term of the person being replaced. In the event that the SIC Chairperson resigns or cannot complete their term of office, the vice chairperson shall take the position of chairperson, and another SIC member shall be elected to fill the vice chairperson positon. Nominations and voting will be at the first regularly scheduled meeting following the chairperson's termination. Both replacements will finish the term of the person being replaced.

VI. OFFICERS AND DUTIES

A. Officers: The officers of the Chapin SIC will consist of a chairperson, vice chairperson, and secretary. Staggered officer elections will be held annually by the full council membership in the first council meeting of each academic year. All elected and appointed members are eligible to hold office. Ex-officio members are not eligible to be officers of the council nor to vote for the SIC officers. Nominations shall be taken from the floor and written ballots submitted. One Ex-officio member shall be selected to count written ballots and make the announcement immediately following voting.

B. Duties of the Chairperson: The Chairperson will preside at all meetings and have general supervision of the activities of the council. The chairperson will work with the principal in planning and directing the activities of the council including monitoring committee process and planning elections. The chairperson, in consultation with the principal, will prepare an agenda for all council meetings and ensure that the agenda is sent to all council members at least one week 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 as best accomplishes the agenda. The chairperson will appoint temporary committees as needed and serve as an ex-officio member of all committees.

C. Duties of the Vice Chairperson: The vice chairperson will exercise all functions in the absence of the chairperson and assist the chairperson as needed. The vice-chairperson will serve as chair of the District Communications Committee (section VII. A. 1)

D. Duties of the Secretary:

1. Keep a full and accurate account of all proceedings of all council meetings (minutes) in accordance to the state's Freedom of Information Act.

2. Distribute minutes within seven days to SIC members. Electronic distribution shall be used when possible with paper copies arranged as necessary. Members will have ten days to respond back to the Secretary with any changes or additions to the minutes, after which time the Secretary will produce a final copy of the minutes for the records.

3. Assist CHS administration in maintaining a council file in the school's administrative offices including copies of all minutes, council correspondence, the annual school improvement report, the report to the parents, and the current council by-laws.

4. Maintain a list of council members' telephone numbers, addresses and e-mail.

VII. COMMITTEES

A. Standing Committees

1. District Communications: The committee shall consist of the vice-chairperson as committee chair and at least two members. The members shall not be Ex-officio SIC members. Responsibility shall include attendance at District Five school board meetings, Parent Advisory Council meetings and other District meetings. This committee shall be scheduled on each monthly agenda to provide regular updates to the SIC.

2. Community Relations: This committee shall consist of a chair and at least two members. Responsibilities shall include: publication of SIC member information in the school and community papers each August or September; publication of SIC elections in local newspaper, school bulletins and papers; and publication of information concerning Chapin High School plans, events and awards in order to facilitate community awareness and good will.

3. Non-Standing Committees. The council may establish committees to study specific issues and make recommendations to the council. These committees will not be permanent and will have no responsibilities beyond those outlined by the council when established.

VIII. 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 regular meetings during the calendar year. Special meetings may be called by the chairperson or the principal as long as all council members are notified of the meeting at least 24 hours in advance. Committee meetings will be called as needed with at least one week's notice.

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 anyone showing an interest in the council and its activities will be encouraged to attend. Persons interested in presenting at a council meeting may request to be put on the agenda no later than 7 days before the meeting date. The chairperson will prepare the agenda to ensure that council business is properly conducted and that persons scheduled to speak will have the opportunity to do so. The chairperson has the option to schedule a segment of the agenda for open comments for the public as needed and as time permits.

At meetings, the principal or designee will be scheduled on the agenda to share information on school activities, successes and concerns. Committees will provide reports as scheduled.

IX. VOTING

Whenever possible, council decisions should be made by consensus. If voting becomes necessary, a simple majority will be sufficient for a vote on any issue. A simply majority of the council membership will constitute a quorum if at least one parent, one teacher, one student and one appointed representative are present.

X. TRAINING

An orientation session will be held annually for all council members that includes information about council roles, responsibilities, and functions as well as information on 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 the South Carolina School Improvement Council (SC-SIC) of the University of South Carolina's College of Education.

XI. AMENDMENTS

These by-laws may be mended at any regular meeting of the council by 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. Any amendment proposed to these by-laws shall adhere to state law as defined in the School Improvement Council Handbook. No amendment will be proposed unless it has been specifically checked and verified for compliance prior to submission.