CES SIC Bylaws

Article 1 NAME OF ORGANIZATION

The name of the organization will be the Chapin Elementary School Improvement Council ("Council").

Article 2 PURPOSE

The purpose of the Chapin Elementary School Improvement Council will be to:

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

(2) Assist in the preparation of yearly plan updates;

(3) Assist the school in the development and implementation of the School Reading Plan as called for by the Read to Succeed Act;

(4) Assist the Principal in writing 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;

(5) Prepare the annual narrative for the School Report Card, in conjunction with the principal;

(6) Provide advice on the use of school incentive award expenditures (if allocated by the legislature and awarded to the school);

(7) Participate in the revision of the School Improvement Plan if the school is rated unsatisfactory on the School Report Card;

(8) Serve as liaison between the school, school organizations, the community, and the local school board by collecting and disseminating pertinent information; and

(9) 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 to the local school board.

Article 3 REPRESENTATION & MEMBERSHIP

(1) Ideally, A minimum of 6 parents will be **elected by the parents**.

(2) A minimum of 2 teachers will be **elected by the teachers.**

(3) Representatives from the greater school community will be **appointed by the principal**. The *appointments will be made from the non-parent portion of the community* with attention to the representation on the Council in terms of race, sex, geography, grade level representation, or other variables important to the school.

(4) A ratio of two-thirds elected members to one-third appointed members will be maintained as mandated (i.e. twice as many elected as appointed) by state law, excluding ex-officio membership.

(5) The principal will serve as an ex-officio member of the Council. Additional ex-officio members will serve on the Council including, but not limited to, the following positions: the president of the Parent Teacher Organization, the Teacher of the Year, Support Staff of the Year, and a business partner. If the leadership of any of the named organizations or positions is unable to serve, an appropriate representative will be named by the organization sending the representative.

(6) Any appointed or elected members will have one vote. Ex-officio members are non-voting members. Absentee ballots or proxy voting will not be permitted.

Article 4 ELECTION & APPOINTMENT PROCEDURES

Elections will be held no later than October 1st of each year, and Council members will assume their responsibilities immediately. The principal will make appointments to the Council in consultation with the elected members by October 15 for the current school year and/or as needed to maintain a balance of elected to appointed members.

Information about the upcoming nomination and election of parent representatives will be printed in the school newsletter and by other means of communication as needed. Nominees will be asked to provide a headshot and brief biography for publication and distribution to introduce the candidates.

A ballot will be available to all parents/guardians of every student. Ballots will be counted by the principal and/or principal's designee and the outgoing SIC Chairperson and retained at the school for one year by the Council secretary. Note: in the absence of outgoing SIC members, the principal and his/her designee will count the ballots for SIC elections.

Teacher representatives to the Council will be elected by the faculty during a regularly scheduled faculty meeting prior to October 1st.

The names and addresses of all Council members will be forwarded to the school district's SIC contact within 30 days following the elections and the data will be entered into the SC-SIC membership online database.

The names and contact information of all Council members will be published on the school website as soon as possible after the elections and appointments are completed.

Article 5 TENURE

Elected parent representatives of the Council will serve 2-year terms. (Parents of students in their last year of enrollment may serve terms of 1-year only.)

Elected teacher representatives of the Council will

serve a 1-year term. Appointed members of the Council

will serve a 1-year term.

No limit will be set on the number of terms a Council member may serve.

Ex-officio members will serve by virtue of the office they hold which is designated to be on the Council.

The Council may establish committees made up of teachers, parents, business leaders, and other citizens 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.

Membership on the Council 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 proper notice to the Chairperson;

(4) Submits a letter of resignation to the Chairperson; or

5) Is elected to the district school board.

In the event of any of the above situations, the Chairperson will appoint, in the case of an elected member, the person with the next highest number of votes in the most recent election. 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.

Article 6 OFFICERS

The officers of the Chapin Elementary School Improvement Council will consist of a Chairperson, Vice Chairperson, and Secretary.

The officers will be elected annually by the full Council membership in the first Council meeting of the academic school year.

Any elected or appointed member (except for an elected student representative) is eligible to serve as an SIC officer. Ex-officio members are not eligible to be officers of the Council nor to vote for the SIC officers.

Any officer elected may be removed by a two-thirds vote of all voting members when the best interests of the Council will be better served.

Article 7 DUTIES OF OFFICERS

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 progress.

The Chairperson, in consultation with the principal, will prepare an agenda for all Council meetings and ensure that the agenda will be 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 or standing committees as needed and serve as an ex-officio member of all committees. The Chairperson or his/her designee will be responsible for attending District 5 Parent Advisory Cabinet meetings.

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 Chairperson of one of the standing committees, selected in collaboration with the Chairperson.

The secretary is responsible for:

(1) Keeping a full and accurate account of the proceedings and actions of all Council 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 improvement report, the report to the parents, and the current Council bylaws.

(4) Maintaining a listing of Council membership with current telephone numbers, addresses and (if available) e-mail addresses.

(5) Providing notice of all upcoming meetings to the members and the community as required by law.

(6) Post meeting time, bylaws and minutes to the school website.

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 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 October 15.

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 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 Chairperson has the option to schedule a segment of the agenda for open comments from the public as needed and as time permits. Any appointed or elected member may add an item to the agenda, subject to the approval of the Chairperson, up to seven days prior to the meeting.

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.

To constitute a meeting, a quorum (a simple majority of the elected and appointed membership) must be present.

Article 9 VOTING

Whenever possible, Council decisions should be made by unanimous consensus. If voting becomes necessary, a simple majority of members present at a meeting will be sufficient for a vote on any issue. A simple majority of the elected and appointed membership will constitute a quorum.

Article 10 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/or the South Carolina School Improvement Council (SC- SIC) of the University of South Carolina's College of Education.

Article 11 AMENDMENTS

These bylaws may be amended at any regular meeting of the Council 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.

Amendments will take effect immediately following the meeting at which the amendments were approved. Date Approved: May 22, 2024