IRMO ELEMENTARY SCHOOL
SCHOOL IMPROVEMENT COUNCIL BYLAWS

ARTICLE I — NAME

The name of this organization shall be the **Irmo Elementary School Improvement Council**, hereafter referred to as the "SIC".

ARTICLE II — PURPOSE

The Irmo Elementary School Improvement Council exists to bring together parents, educators, community members, and school leadership in support of continuous school improvement and student success.
The SIC shall:

1. Assist in the development, implementation, monitoring, and evaluation of the school's five-year Strategic Plan/School Renewal Plan.
2. Assist in the preparation and review of annual updates to the Strategic Plan.
3. Participate in the school's needs-assessment process by reviewing relevant school data, identifying areas of strength and need, and providing stakeholder perspective regarding school improvement priorities.
4. Assist the school in the development and implementation of required school improvement initiatives, including the School Reading Plan, as applicable.
5. Prepare the annual **SIC Report to the Parents** for distribution by the required deadline.
6. Prepare, in collaboration with the Principal, the SIC-related annual narrative for the South Carolina School Report Card.
7. Provide meaningful opportunities for parent, staff, and community perspectives to inform school improvement efforts.
8. Monitor progress toward identified school improvement priorities and provide feedback and recommendations regarding strategies for continued growth.
9. Strengthen communication and partnership among the school, families, and community.
10. Provide other assistance or recommendations as requested by the Principal or local school board.

The SIC serves as an **advisory and collaborative school improvement body**. It shall not assume powers or duties reserved by law, regulation, or district policy for the local school board, district administration, Principal, or other school personnel.

ARTICLE III — MEMBERSHIP

Section 1. Composition

The SIC shall include:

1. **Five parent representatives** elected by parents or guardians of students enrolled at Irmo Elementary School.
2. **Two teacher representatives** elected by teachers assigned to Irmo Elementary School.
3. **Two community representatives** appointed by the Principal *from the non-parent portion of the community*. Whenever possible, appointments should reflect the diversity, experiences, partnerships, and needs of the school community.
4. The **Principal**, serving as an ex-officio member.
5. Additional ex-officio members designated by the SIC, which may include representatives such as the current Teacher of the Year, current Support Employee of the Year, and PTA President or designee.

The SIC shall at all times maintain the ratio of elected to appointed members required by South Carolina law. Ex-officio members shall not be included when calculating this ratio.

Section 2. Voting

Each elected and appointed member shall have one vote. The Principal shall have one vote as an ex-officio member. Additional ex-officio members may participate fully in discussion but shall not vote unless otherwise permitted through an adopted amendment to these bylaws and consistent with applicable requirements. Voting by absentee ballot or proxy shall **not be permitted.**

ARTICLE IV — NOMINATIONS, ELECTIONS, AND APPOINTMENTS

Parent and teacher representatives shall be selected annually according to a process established by the SIC and school administration.

The process shall:

1. Provide eligible parents/guardians and teachers with reasonable notice of nominations and elections. Elections will be held in the spring to provide adequate time to prepare for the new school year.
2. Encourage broad participation and representation from the Irmo Elementary community.
3. Provide parents/guardians with an accessible opportunity to nominate eligible candidates and vote for parent representatives.
4. Provide teachers with an opportunity to nominate and elect teacher representatives.
5. Maintain election results, including vote totals, for at least two years.

Community representatives shall be appointed by the Principal in consultation, when practical, with elected members of the SIC.

Newly elected or appointed members shall assume their responsibilities upon election or appointment.

The Principal or designee shall ensure that required SIC membership information is submitted to the South Carolina School Improvement Council within required timelines. Current SIC membership shall also be communicated to the Irmo Elementary community through the school website and/or other appropriate communication channels.

ARTICLE V — TERMS OF OFFICE

Elected parent and teacher representatives shall serve **two-year terms**.

Appointed community representatives shall serve **one-year terms**.

Whenever possible, elected terms shall be staggered to provide continuity from one school year to the next.

Ex-officio members shall serve for as long as they hold the position represented on the SIC.

Members may serve successive terms if reelected, reappointed, or otherwise eligible.

ARTICLE VI — OFFICERS

The officers of the Irmo Elementary School Improvement Council shall be:

- Chairperson
- Vice Chairperson
- Secretary

Officers shall be elected annually from among the elected and appointed members of the SIC.

Officer elections shall occur after membership for the school year has been established.

Ex-officio members, including the Principal, shall not serve as SIC officers or vote in officer elections.

The SIC should strive for its officers to represent multiple stakeholder groups.

ARTICLE VII — DUTIES OF OFFICERS

Chairperson

The Chairperson shall:

- Preside at SIC meetings.
- Provide general leadership for the work of the Council.
- Work collaboratively with the Principal to establish SIC priorities and plan Council activities.
- Work with the Principal to prepare meeting agendas.
- Ensure agendas are distributed to members and made publicly available in accordance with applicable requirements.
- Facilitate meetings in a manner that encourages meaningful participation from all stakeholder groups.
- Appoint committee members and committee chairs as needed.
- Help ensure that the SIC remains focused on its established school improvement priorities.

Vice Chairperson

The Vice Chairperson shall:

- Preside in the absence of the Chairperson.
- Assist the Chairperson as requested.
- Support coordination of SIC initiatives and committees.

Secretary

The Secretary shall:

- Maintain accurate minutes of SIC meetings.
- Distribute or make minutes available to Council members in a timely manner.
- Assist with official SIC correspondence as needed.
- Maintain SIC records, including agendas, minutes, attendance records, bylaws, annual Reports to the Parents, and other official documents.
- Maintain an accurate membership roster and contact list.

ARTICLE VIII — COMMITTEES AND WORK GROUPS

The SIC may establish standing or temporary committees or work groups when doing so supports the Council's identified priorities.

Committees may include SIC members as well as other parents, staff members, students when appropriate, community members, business partners, or other individuals whose expertise or perspective would benefit the work.

Each committee or work group shall include at least one SIC member.

Committees shall:

1. Have a clearly defined purpose or charge.
2. Report progress to the full SIC.
3. Make recommendations to the SIC when appropriate.
4. Remain accountable to the full Council.

The establishment of committees shall not transfer the decision-making authority of the full SIC to a committee.

ARTICLE IX — MEMBERSHIP EXPECTATIONS, TERMINATION, AND VACANCIES

SIC members are expected to:

- Attend meetings regularly.
- Participate actively and respectfully.
- Review materials provided in preparation for meetings.

- Seek to represent the interests of the broader school community rather than solely individual interests.
- Maintain appropriate confidentiality when sensitive information is discussed.
- Support the SIC's collective responsibility for school improvement.

Membership shall terminate when:

1. A parent representative no longer has a child enrolled at Irmo Elementary School.
2. A teacher representative no longer holds an eligible teaching position at Irmo Elementary School.
3. An elected or appointed member misses three consecutive scheduled meetings without appropriate notice.
4. A member submits a resignation.
5. A member becomes ineligible to serve under applicable law or regulation.

When an elected position becomes vacant, the next-highest eligible vote recipient from the most recent election may be invited to complete the term.

If that individual is unavailable or cannot be identified, the Chairperson, Principal, and SIC may identify another eligible representative to complete the remainder of the term.

The Principal shall appoint an eligible replacement when an appointed community position becomes vacant.

ARTICLE X — MEETINGS

The SIC shall establish and publish its regular meeting schedule annually. The Council will generally meet **monthly during the school year**, with the option to omit a December meeting or adjust the schedule when necessary.

The SIC may establish a regular meeting day and time annually based upon the needs of its membership. For the 2026-2027 school year, the Council's regular meetings are scheduled on designated Fridays from **7:15-8:00 a.m.**

The Chairperson or Principal may call additional meetings when necessary with appropriate advance notice. SIC meetings shall be open to the public. Individuals interested in addressing the Council may request placement on the agenda by contacting the Chairperson or Principal at least five days before the scheduled meeting. The Chairperson may provide an opportunity for public comment as time and circumstances permit while ensuring sufficient time for the Council to conduct its scheduled business. The Principal or designee shall regularly provide relevant school updates, data, celebrations, challenges, and information necessary for the SIC to carry out its school improvement responsibilities.

ARTICLE XI — DECISION-MAKING

The SIC shall seek to make decisions through **discussion and consensus whenever possible**.

When a formal vote is necessary, a simple majority of voting members present shall constitute an action of the SIC unless otherwise specified in these bylaws. A simple majority of voting members shall constitute a quorum, provided that at least one elected parent representative and one elected teacher representative are present. SIC recommendations should reflect consideration of available evidence, stakeholder perspectives, the school's strategic priorities, and the best interests of students.

ARTICLE XII — ANNUAL WORK OF THE SIC

To maintain a meaningful and consistent focus on school improvement, the SIC should organize its work each year around an annual cycle that includes:

Beginning of Year

- Orient and train members.
- Review SIC roles and responsibilities.

- Review relevant school data and existing strategic priorities.
- Identify or reaffirm annual SIC priorities.

Throughout the Year

- Review data and progress toward identified priorities.
- Gather and consider stakeholder input.
- Support implementation of appropriate school improvement strategies.
- Engage community resources and partnerships when appropriate.
- Provide recommendations and feedback to school leadership.

End of Year

- Evaluate progress toward SIC and school improvement priorities.
- Prepare and distribute the annual SIC Report to the Parents.
- Identify recommendations and unfinished work to carry forward to the following year.
- Reflect upon the effectiveness of the SIC's work and identify opportunities for improvement.

ARTICLE XIII — TRAINING AND ORIENTATION

At the beginning of each school year, SIC members shall receive or have access to information regarding:

- The purpose and responsibilities of School Improvement Councils.
- These bylaws.
- Irmo Elementary's Strategic Plan and school improvement priorities.
- Relevant school data and needs-assessment information.
- Applicable district and state policies or requirements.
- The roles of SIC officers and members.

Members shall be encouraged to participate in training provided by School District Five of Lexington and Richland Counties and/or the South Carolina School Improvement Council.

ARTICLE XIV — BYLAW REVIEW AND AMENDMENTS

These bylaws should be reviewed periodically to ensure that they continue to meet the needs of Irmo Elementary School and remain consistent with applicable law, regulation, and district requirements. Proposed amendments must be introduced at a regular SIC meeting and provided to Council members prior to a vote.

An amendment may be adopted by a **two-thirds vote of members present**, provided that:

1. The proposed amendment was introduced at a regularly scheduled meeting within the previous three months;
2. The proposed amendment was recorded in the minutes and distributed to members; and
3. Adoption of the amendment appears on the agenda for the meeting at which the vote occurs.

No amendment may conflict with applicable federal or state law, regulation, or School District Five policy.

ADOPTION

These bylaws were adopted by the Irmo Elementary School Improvement Council on:

Date: November 13, 2026

SIC Chairperson: Beth White

Principal: Carolyn Cavanaugh, Acting Principal

Date Revised: N/A