BYLAWS

DUTCH FORK MIDDLE SCHOOL
SCHOOL IMPROVEMENT COUNCIL

ARTICLE I

Name of Organization

The name of this organization will be the Dutch Fork Middle School Improvement Council.

ARTICLE II

Purpose

The purpose of the Dutch Fork Middle School Improvement Council will be to:

- Assist in the preparation, implementation, and evaluation of the 5-year comprehensive school improvement plan;
- Assist in the preparation of yearly plan updates;
- Assist with the development and monitoring of school improvement and innovation;
- Develop an annual school report to the parents and constituents of the school by November fifteenth of each year to provide information on the school's progress in meeting the school and district goals and objectives;
- Provide advice on the use of school incentive grant awards;
- Serve as a liaison between the school, school organizations, the community, and the local school board by collecting and disseminating information about school improvement, and
- 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 any of the powers and duties reserved by law or regulation to the local school.

ARTICLE III

Representation and membership

The Dutch Fork Middle School Improvement Council will be composed of 19 members:

- Five parents of students in the school elected by the parents of enrolled students;
- Three teachers from the school elected by the faculty;
- One student per grade level or 2 student council representatives;
- Four representatives appointed by the principal. The appointments should include one business partner and other persons from the school and community to balance the council membership in terms of race, sex, geography, and grade level representation, or other variables; and
- Five ex-officio members to include the principal, assistant principal, the president of the PTO (Parent Teacher Organization), the president of student council, and the immediate past chairperson of the School Improvement Council.

Each member will have one vote and absentee ballots or proxy voting will not be permitted.

Approved 4-30-24

ARTICLE IV

Election and Appointment Procedures

Elections will be held in the spring of each year and council members will assume their responsibilities immediately. Appointments will be made within 14 days of the election.

Information about the upcoming election of parent representatives will be posted in the school newsletter along with a nomination ballot.

Elections will be conducted on the day designated using electronic ballots. The ballots will be verified by SIC officers and be retained for one year by the principal's secretary

The faculty during a regularly scheduled faculty meeting will elect teacher representatives to the council.

The members of the student council will elect student representatives.

The names and addresses of all council members will be forwarded to School Improvement Council Assistance (SICA) within 30 days of the elections.

The names of all council members will be published in the first school newsletter following the elections.

ARTICLE V

Tenure

All elected and appointed members of the council will serve two-year terms. When necessary, the terms are to be staggered and determined by lot, ex-officio members will serve one-year terms.

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

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 members:

- No longer have a student enrolled in the school or no longer live in the school attendance zone;
- No longer hold a teaching position at the school;
- No longer attend school as a student;
- Have missed three consecutive scheduled meetings without prior approval from the chairperson; or
- Submit a letter of resignation to the chairperson.

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. The replacement will not serve a full term, but finish the term of the person replaced.

ARTICLE VI

Officers

The officers of the Dutch Fork Middle School Improvement Council will consist of a chairperson, vice-chairperson, and secretary. The officers will be elected annually by the full council members present at the first council meeting of each year. Ex-officio members are not eligible to be officers of the council.

ARTICLE VII

Duties of Office

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, arrange for the agenda to be mailed to each member at least one week before each meeting, and have the authority to modify the agenda if it is determined to be in the best interest of the council's work. The chairperson will appoint temporary or standing committees as needed and serve as an ex-officio member of all committees.

The vice-chairperson will exercise all functions in the absence of the chairperson and assist the chairperson as needed. The vice-chairperson will write a summary of SIC activities to be shared with parents in the school's newsletter.

The secretary is responsible for:

- Keeping a full and accurate account of the proceedings and transactions of all council meetings;
- Provide a copy of the minutes to the council members, all faculty members, the school improvement council district contact person, and/or other appropriate district administrative staff within one week of the last meeting.
- Preparing any official correspondence that the chairperson may request;
- Maintaining a council file in the school's administrative offices containing copies of all minutes, council correspondence, the annual school improvement report, the annual summary report, and the current council bylaws; and
- Maintaining a list of the council membership with current telephone numbers and addresses.

ARTICLE VIII

Meetings

The council will meet monthly at the school, with the exception of school holidays, and will meet on a day and time determined by the principal and the chairperson. The principal or chairperson may call special meetings as long as all council members are notified of the meeting at least 24 hours in advance.

A quorum exists when there is at least one parent, one administrator, one teacher, and one student representative in attendance. Council decisions should be made by consensus. If voting becomes necessary, a simple majority will be sufficient for a vote on any issue. 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 seven days before the meeting date.

ARTICLE IX

Training

An orientation session will be held annually for all council members to include information about council roles, responsibilities, and functions as well as information on school and local district policies and procedures. Council members will also attend school improvement council training workshops.

The principal will share information on school activities, successes, and concerns with council members.

Training and technical assistance is available from the district, the State Department of Education, and SICA.

ARTICLE X

Amendments

These bylaws may be amended at any regular meeting of the council by a two-thirds vote of the members 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.