MID-CAROLINA HIGH SCHOOL IMPROVEMENT COUNCIL BYLAWS (ADOPTED 2012)

ARTICLE I

Name of Organization

The name of this organization will be the Mid-Carolina High School Improvement Council.

ARTICLE II

Purpose

The purpose of the Mid-Carolina High School Improvement Council will be to:

- Assist in preparation, implementation, and evaluation of the 5-year comprehensive school improvement plan.
- Assist in the preparation of yearly plan updates.
- Assist in the development and monitoring of school improvement and innovation.
- Develop an annual school report to the parents and constituents of the school by April School Improvement Council meeting of each year but no later than April 30 of each year (required deadline) 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.
- Prepare the annual narrative for the annual South Carolina School Report Card in conjunction with principal.
- Participate in the revision of the School Improvement Plan if the school is rated "At Risk" on the annual South Carolina School Report Card.
- Serve as liaison between the school, school administration, school organizations, the community, and the local school board by collecting and disseminating relevant or pertinent information.
- 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 board.

ARTICLE III

Representation and Membership

The Mid-Carolina High School Improvement Council will be composed of:

- At least three parents of students in the school elected by the parents of the students enrolled in the school;
- At least three teachers from the school elected by the faculty;
- At least three students from the school elected by the students;
- At least three non-parent representatives from the greater school community will be appointed by the principal;
- A ratio of 2/3 elected members to 1/3 appointed members will be maintained (i.e. twice as many elected members as appointed members) as mandated by state law, excluding ex-officio membership;
- Five ex-officio members to include the principal and assistant principal, president of the Athletic Booster Club, president of the Band Booster Club, and the teacher of the year;
- Each member (including ex-officio members) will have one vote and absentee ballots or proxy voting will not be permitted.

ARTICLE IV

Election and Appointment Procedures

Elections must be completed by October 15 of each year and council members will assume their responsibilities immediately. Appointments will be made within ten days of the elections.

The principal will notify parents of all students in grades 9-12 of upcoming parent elections through the school's newsletter or other vehicle of communication used by the school. All parents will have an opportunity to nominate. The election ballot of parents will consist of at least two times the number of elected parent vacancies to be filled. The number to be elected will be as per highest number of votes received on first ballot.

Teacher representatives to the council will be elected by the faculty during a regularly scheduled faculty meeting to be held prior to October 15 of each year (statutory deadline). Election will be as per the established school election procedures.

Student representatives to the council will be elected by the students during their regularly scheduled election for class officers. Election will be as per the established school election procedures.

The names and addresses of all council members will be forwarded to the Newberry County School District superintendent and the South Carolina School Improvement Council at the University of South Carolina no later than November 15 of each year.

ARTICLE V

Tenure

All elected and appointed members of the council will serve two-year terms; however, to stagger terms as per state SIC guidelines, some members may be elected or appointed to serve only one year. Ex-officio members will serve by virtue of the office they hold, and will serve on the council as long as they hold that office.

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 outlines 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.
- 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. In either case of replacement, the replacement person will only complete the unexpired term of the person replaced.

ARTICLE VI

Officers

The officers of Mid-Carolina High School Improvement Council will be the chairperson and the secretary. The chairperson will be elected annually by the full council membership in the first council meeting of each academic year. Ex-officio members are not eligible to be an officer of the council.

ARTICLE VII

Duties of Officer

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 sent to each member of the council 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 warranted and serve as an ex-officio member of all committees.

The secretary will coordinate communication among the members of the council, organize the election of members, and compile the list of accomplishments for the Report to the People. In addition, the secretary will take minutes at each meeting and provide copies to council members and the district office.

ARTICLE VIII

Meetings

The council will meet monthly or as necessary at Mid-Carolina High School. The meeting calendar for the academic year will be determined annually at the initial meeting of the newly elected council. It will endeavor to meet eight times annually (monthly). 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. The first council meeting of the academic year will be called in October.

A simple majority of the council membership will constitute a quorum. Whenever possible, decisions should be made by consensus. If voting becomes necessary, a simple majority vote of the members present constitutes an action of the board. All council meetings are open to the public and anyone expressing an interest in the council and its activities will be encouraged to attend.

Time will be allotted on the agenda of each meeting for *comments by visitors*; however, the time allotted per person will be two minutes and the request must be made no later than seven days before the meeting date, unless otherwise waived by two-thirds majority of the full council. *Persons interested in presenting* at a council meeting may request to be placed on the agenda; however, such requests must be made no later than seven days before the meeting date, unless otherwise waived by two-thirds majority of the full council.

ARTICLE IX

Training

An orientation session of the council will be held annually for all members that includes information about the council's roles, responsibilities, and functions, as well as information on school and local district policies and procedures. Where funds are available, council members may attend school improvement council workshops sponsored by the district office, the professional development section of the State Department of Education or South Carolina School Improvement Council (SCSIC) in the University of South Carolina's College of Education. The principal will share information on school activities, successes, and concerns with council members.

ARTICLE X

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 amended(s) have been introduced at a prior meeting, included in the minutes of that meeting, and are listed on the agenda for the current meeting.