Mid-Carolina Middle School
School Improvement Council Bylaws

Article 1
NAME OF ORGANIZATION
The name of the organization will be the Mid-Carolina Middle School Improvement Council.

Article 2
PURPOSE

The purpose of the Mid-Carolina Middle School Improvement Council is to support continuous school improvement by bringing together parents, teachers, community members, and school leadership to provide input, review progress, strengthen communication, and support the success of all students.

The Council will:

1. Assist in the development, implementation, monitoring, and evaluation of the school's five-year School Improvement Plan and annual updates.
2. Review relevant school data and progress toward identified school and district goals and provide input regarding areas of strength, opportunities for growth, and school improvement priorities.
3. Develop, review, and distribute the annual SIC Report to Parents and collaborate with the principal in preparing the narrative portion of the School Report Card and other reports required of the School Improvement Council.
4. Serve as a liaison among the school, families, community, school organizations, and the local school board by gathering and sharing information relevant to school improvement.
5. Encourage meaningful family and community engagement in support of the school's mission, goals, and improvement efforts.
6. Support initiatives that promote student achievement, positive school culture, and continuous improvement.
7. Provide other assistance requested by the principal and carry out other responsibilities assigned to the Council by state law, regulation, or the local school board.

The Council serves in an advisory and collaborative capacity and will not exercise powers or duties reserved by law, regulation, or district policy to the local school board, superintendent, or school administration.

Article 3
REPRESENTATION AND MEMBERSHIP

The Mid-Carolina Middle School Improvement Council will be composed of elected parent representatives, elected teacher representatives, appointed community representatives, and ex-officio members. Membership should reflect the school community and provide meaningful representation of the families, educators, and community served by Mid-Carolina Middle School.

1. Elected Parent Representatives

At least two parents or legal guardians of students currently enrolled at Mid-Carolina Middle School will be elected by the parents and legal guardians of students attending the school.

Parent representatives must have a child enrolled at Mid-Carolina Middle School throughout their term of service and may not be individuals who are eligible to serve as elected teacher representatives.

2. Elected Teacher Representatives

At least two teacher representatives will be elected by the faculty of Mid-Carolina Middle School.

Teacher representatives must be actively engaged in classroom instruction at Mid-Carolina Middle School and must remain eligible to serve in that capacity throughout their term.

3. Appointed Community Representatives

At least one community representative will be appointed by the principal. Community representatives must be individuals who are not otherwise eligible to serve on the Council as elected parent or teacher representatives.

In making appointments, the principal should consider the existing composition of the Council and seek individuals whose perspectives, experiences, expertise, or community connections will strengthen the work of the Council and its connection with the broader school community.

4. Membership Ratio

Elected members will constitute at least two-thirds of the combined elected and appointed membership of the Council. Additional elected and appointed members may serve provided the Council continues to meet the membership composition requirements established by state law.

Ex-officio members will not be included when calculating the ratio of elected to appointed members.

5. Ex-Officio Membership

The principal will serve as an ex-officio member of the Council.

The Council may establish additional ex-officio positions when the inclusion of an individual by virtue of their position or organizational role would support the work of the Council.

Ex-officio members are not included when determining compliance with membership composition requirements.

6. Voting

Each official Council member will have one vote on Council business. Absentee and proxy voting will not be permitted.

Article 4
ELECTION AND APPOINTMENT PROCEDURES

1. Annual Elections

Elections for parent and teacher representatives will be conducted annually as needed to fill expiring or vacant elected positions. All required elections will be completed no later than October 15 of each school year.

Elections will be conducted in a fair and transparent manner, and all eligible voters will be provided a reasonable opportunity to participate.

2. Parent Elections

Parent representatives will be elected by the parents or legal guardians of students currently enrolled at Mid-Carolina Middle School.

All parents and legal guardians of currently enrolled students will be provided an opportunity to participate in the election. The school will communicate available positions, nomination procedures, and voting opportunities through appropriate school communication channels.

Individuals elected as parent representatives must meet the eligibility requirements established in Article 3.

3. Teacher Elections

Teacher representatives will be elected by the faculty of Mid-Carolina Middle School.

All members of the faculty will be provided an opportunity to participate in the election. Only individuals actively engaged in classroom instruction at Mid-Carolina Middle School are eligible to be elected as teacher representatives.

4. Community Appointments

Following the establishment of the elected membership, the principal will appoint at least one eligible community representative in accordance with Article 3.

In making appointments, the principal will consider the existing composition of the Council and identify perspectives, experiences, expertise, and community connections that would strengthen the work of the Council.

Appointments will be made in a manner that maintains the required ratio of elected to appointed members.

5. Election and Appointment Records

The Council will maintain appropriate documentation of election procedures, election results, and community appointments as part of its official records.

6. Membership Reporting

Current Council membership and officer information will be submitted annually to the South Carolina School Improvement Council Member Network no later than November 15, along with any other information required by SC-SIC.

Article 5
TERMS OF SERVICE AND VACANCIES

1. Terms of Service

Elected parent and teacher representatives will serve staggered two-year terms and may serve additional terms if reelected and otherwise eligible.

Appointed community representatives will serve one-year terms and may be reappointed by the principal.

Ex-officio members will serve for as long as they hold the position or role through which they serve on the Council.

2. Continued Eligibility

Members must remain eligible for the membership category they represent throughout their term.

A parent representative's term will end when the member no longer has a child enrolled at Mid-Carolina Middle School. A teacher representative's term will end when the member is no longer actively engaged in classroom instruction at Mid-Carolina Middle School.

3. Resignation and Vacancies

A member may resign by providing written notice to the chairperson or principal.

When an elected position becomes vacant, the vacancy will be filled in accordance with the election procedures established in these bylaws. The replacement will serve the remainder of the unexpired term.

When an appointed community representative position becomes vacant, the principal may appoint an eligible replacement to serve the remainder of the term.

4. Participation

Members are expected to participate regularly in Council meetings and activities. If a member is unable to participate consistently, the chairperson or principal may contact the member to determine whether the member is able to continue serving.

Article 6
OFFICERS AND DUTIES

1. Officers

The officers of the Mid-Carolina Middle School Improvement Council will be a chairperson, vice chairperson, and secretary.

Officers will be elected annually by the Council no later than November 15 and will serve one-year terms. Officers may be reelected as long as they remain eligible to serve.

Only elected or appointed members of the Council may serve as officers. Ex-officio members are not eligible to serve as officers.

2. Chairperson

The chairperson will:

- Preside at Council meetings.
- Work with the principal to plan meetings and establish agendas.
- Help guide the work of the Council.
- Encourage participation from Council members.
- Appoint committees or work groups as needed in consultation with the Council.

3. Vice Chairperson

The vice chairperson will:

- Perform the duties of the chairperson in the chairperson's absence.
- Assist the chairperson with the work of the Council.
- Perform other duties as needed.

4. Secretary

The secretary will:

- Maintain accurate minutes of Council meetings.
- Help maintain the Council's official records, including bylaws, membership information, and required reports.
- Assist with Council correspondence as needed.

5. Officer Vacancies

If an officer position becomes vacant, the Council will elect an eligible member to serve for the remainder of the term.

Article 7
MEETINGS

The Council will meet at least eight times during the school year. Meeting dates and times will be established to encourage participation by Council members.

A schedule of regular meetings will be made available to the public as required by law. Special or rescheduled meetings may be held as needed with appropriate public notice.

All Council meetings will be open to the public and conducted in accordance with applicable open meeting requirements. Meeting agendas will be posted at least 24 hours in advance.

The chairperson will preside over meetings and work with the principal to develop the agenda. Members of the public may attend meetings and may participate in accordance with procedures established by the Council.

Minutes will be maintained for all Council meetings and made available as required by law.

Article 8
VOTING AND QUORUM

Whenever possible, the Council will make decisions through discussion and consensus.

When a formal vote is necessary, each official Council member will have one vote. A simple majority of the members present and voting will determine the outcome unless otherwise required by law or these bylaws. Absentee and proxy voting are not permitted.

A quorum will consist of a simple majority of the official Council membership. A quorum must be present for the Council to take formal action.

Article 9
TRAINING

Council members will be provided information and resources to help them understand the roles, responsibilities, and functions of the School Improvement Council.

Members will be encouraged to participate in training and learning opportunities provided by the school district and the South Carolina School Improvement Council (SC-SIC).

Article 10
AMENDMENTS

These bylaws may be amended by a two-thirds vote of the Council members present and voting at any regular meeting, provided a quorum is present.

Proposed amendments must be included on the meeting agenda and provided to Council members in advance of the meeting in accordance with applicable public notice requirements.

The date of adoption and the date of any subsequent revisions will be recorded on the bylaws.

Date Approved: October 21, 2014
Date Revised: January 23, 2023