SCHOOL IMPROVEMENT COUNCIL BY-LAWS

SENECA HIGH SCHOOL

Seneca, SC

ARTICLE I

Name of Organization

The name of this organization will be the
Seneca High School Improvement Council.

ARTICLE II

Purpose

The purpose of the ***Seneca High School Improvement Council*** will be to:

- ***Assist in the development, implementation, and evaluation of the five-year school improvement plan; (ACT 135);***
- ***Assist in the preparation of yearly plan updates;***
- ***Write the annual REPORT TO PARENTS and distribute by April 30th;***
- ***Prepare annual narrative for the SCHOOL REPORT CARD, in conjunction with the principal;***
- ***Participate in the revision of the SCHOOL IMPROVEMENT PLAN as necessitated by the School Report Card;***
- ***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;***
- ***Provide other assistance as the principal and/or local school board may request.***

ARTICLE III

Representation and Membership

The Council will be composed of a minimum of twenty-one (21) persons with voting rights:

A minimum of two-thirds (2/3) of the voting council must be **elected:**

- ***A minimum of six (6) parents, one (1) from each grade level and two (2) at large, elected by the parents of students enrolled in the school;***
- ***A minimum of four (4) teachers, elected by their colleagues in the school;***
- ***A minimum of four (4) students, one (1) from each grade level, elected by the students enrolled in the school. These students should not include class presidents.***

Appointed members will compose one-third (1/3) of the voting council:

The principal will appoint up to six (6) representatives from the community to include one (1) business partner and other persons from the school and community to balance the council membership in terms of race, sex, geography, or other variables important to the school;

The principal and the immediate past chairman of School Improvement Council will serve as ex-officio members of the council.

ARTICLE IV

Election and Appointment Procedures

Newly elected council members will meet with the currently serving council at the May meeting and will assume responsibilities at the conclusion of the school year.

Appointments to the council will be made by the principal no later than September 1st of each year, or as needed to maintain a balance of elected/appointed members.

The faculty will elect teacher representative to the council during a regularly scheduled faculty meeting prior to the end of school.

Student elections will take place concurrently with the class officer elections for the upcoming school year. Student government officers should conduct student elections.

Information regarding nominations for the upcoming election of parent representatives will be made public via usual modes of communication during the ***3rd nine-week*** grading period. Nominations will be taken for a period of two (2) weeks. Nominations should be submitted, in writing, to the office. Nominees, once confirmed by SIC Vice chairperson, will be announced with a short biography in the school newsletter sent home during that grading period.

A ballot will be available to all parents/guardians of every student and issued with 3rd nine-week report cards. Additional ballots will be available in the office as necessary. Ballots will be accepted for one (1) week after 3rd nine-week report cards have been issued. First period teachers or Seneca High School office staff will accept ballots. Teacher should submit ballots to the office on the day designated by the SIC.

Election procedure and ballot counting will be conducted by SIC Vice chairperson and outgoing SIC members. Ballots will be retained in the school office for one (1) year. The principal will notify all newly elected SIC members.

Names and addresses of all council members will be forwarded to the school district for SIC District Contact by ***NOVEMBER 15th***. Any changes of information throughout the school year will be reported immediately to the school district.

ARTICLE V

Tenure

All elected and appointed members of the council will serve two (2) year terms. Student representatives will serve one (1) year terms.

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

Elected members will serve staggered terms, providing continuity of membership and knowledge of SIC actions from year to year. To initiate the staggered process, State law indicates that all members will draw lots to determine which members will serve only one year initially.

Membership is terminated when member:

- ***No longer has a child attending Seneca High School;***
- ***No longer has a job position at Seneca High School;***
- ***No longer is a student due to promotion, expulsion or change in residency;***
- ***Has missed three (3) consecutive scheduled meetings without proper notice to the chairperson;***
- ***Submits a letter of resignation to the chairperson; or***
- ***Is elected to the district school board.***

In the event of termination:

- ***Elected Member***
  - ***The chairperson will appoint the person with the next highest number of votes in the most recent election of parents or teachers, to finish the term of the member being replaced.***
- ***Appointed Member***
  - ***The principal may select a replacement to finish the term.***
- ***Student Member***
  - ***The principal may select a student to finish the term.***

ARTICLE VI

Officers

The offices of the Seneca High School Improvement Council will include a ***chairperson, vice chairperson, and secretary***. These officers will be elected annually by the full council membership during the first council meeting of each academic year. The Principal is not eligible to be an officer of the council or to vote for SIC officers.

ARTICLE VII

Duties of officers

The Chairperson will:

- Conduct monthly meetings.
- Prepare and finalize the monthly agenda in collaboration with the principal in advance so that copies of the agenda can be distributed to members prior to each meeting.
- Appoint temporary or standing committees as needed.
- The chairperson must be willing to serve at least two years; one year as chair, then second year as an ex-officio member.
- Communicate with subcommittee chairpersons to support efforts, promote progress, and ensure reporting at the meetings.

The Vice Chairperson will:

- Coordinate with the SIC chair to identify needs of committee activity and general support of SIC initiatives.
- Coordinate and conduct election process for SIC membership
- Exercise all functions in the absence of the Chairperson.

The Secretary will:

- Maintain a full and accurate account of the proceedings and transactions of all council meetings.

- Provide a copy of the minutes to: council members, faculty, school improvement district contact person, and /or other appropriate district administrative staff within one (1) week of the last meeting.
- Maintain a council file in the school's administrative office that contains copies of all minutes, council correspondence, the annual school improvement report, the annual summary report, the current list of by-laws, and a list of all current council members with current phone numbers and addresses.
- Assure agenda is mailed/emailed to all members two (2) days in advance of each meeting.
- Record attendance at each meeting.
- Summarize information about the meeting actions and upcoming agenda for publication in the school newsletter or newspaper and for the community media.

The Committee leader will:

- Direct the actions of standing committee responsible for monitoring the implementation of a strategy or an ad hoc committee with a specific task and limited time of existence.
- Communicate progress to the SIC chair and SIC.

Any officer who does not fulfill the requirements of the positions as outlined in the Article, may be terminated from said position by a majority council vote. Vacancies occurring for any reason may be filled by a subsequent election consistent with the requirements outlined in the Article.

ARTICLE VIII

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 (8) regular meetings during the calendar year. The chairperson or the principal, with twenty-four (24) hours advance notice, may call special meetings.

The first council meeting of the academic year will be held no later than ***September 30th.***

All council meetings are open to the public. Persons interested in presenting at a council meeting may request to be put on the agenda no later than two (2) days prior to the meeting date.

Public comment/concern will be submitted to the SIC chairperson in writing. SIC will give the list to the principal for comments at a subsequent meeting.

ARTICLE IX

Voting

All members have one vote. No absentee or proxy voting will be permitted.

Council decisions should be made by consensus. If voting becomes necessary, a simple majority will be sufficient for a vote on any issue. A simple majority of the council membership will constitute a quorum if at least one parent, one student, and one teacher representatives are present.

ARTICLE X

Training

An orientation session will be held annually for all council members that include 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 training workshops sponsored by the district office and the South Carolina School Improvement Council.