JAMES M. BROWN ELEMENTARY SCHOOL

SCHOOL IMPROVEMENT COUNCIL BYLAWS

2026–2027 School Year

ARTICLE I – NAME

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

The SIC is established in accordance with the requirements of the State of South Carolina and applicable policies of the local school district.

ARTICLE II – PURPOSE

The purpose of the James M. Brown Elementary School Improvement Council is to provide a representative body through which parents, teachers, school administrators, and community members work collaboratively to support continuous school improvement and student success.

The SIC shall:

1. Assist in the development, implementation, monitoring, and evaluation of the school's improvement efforts.
2. Review relevant school data and information to identify strengths, needs, and areas for improvement.
3. Assist with the development and monitoring of the school's improvement plan.
4. Provide input regarding strategies designed to improve student achievement, student growth, school climate, attendance, family engagement, and other identified areas of need.
5. Provide advice and recommendations to the principal and school leadership regarding school improvement efforts.
6. Encourage meaningful participation and communication among the school, families, and community.
7. Support efforts to establish and maintain a positive, inclusive, and welcoming school environment.

8. Assist with the development of the school's annual report to parents and the community as required by South Carolina law.
9. Carry out other responsibilities assigned to School Improvement Councils by state law, district policy, or the local school board.

The SIC is an advisory body and does not have authority over matters reserved by law or regulation for the local school board, district administration, or school principal.

ARTICLE III – MEMBERSHIP

Section A – Composition

The James M. Brown Elementary School Improvement Council shall consist of **seven (7) members**:

Four (4) elected members:

- Two (2) parent representatives elected by parents or guardians of students enrolled at James M. Brown Elementary.
- Two (2) teacher representatives elected by the faculty of James M. Brown Elementary.

Two (2) appointed members:

- Two (2) community representatives appointed in accordance with these bylaws.

One (1) ex-officio member:

- The principal of James M. Brown Elementary.

This membership structure provides exactly **twice as many elected members as appointed members**, with four (4) elected members and two (2) appointed members.

The principal serves as an ex-officio member and is not included in the elected-to-appointed membership ratio.

Section B – Elected Parent Representatives

Two (2) parent representatives shall be elected by parents or guardians of students enrolled at James M. Brown Elementary.

Parent representatives shall provide the perspective of families and help ensure that family and community needs are considered in the work of the SIC.

Section C – Elected Teacher Representatives

Two (2) teacher representatives shall be elected by the faculty of James M. Brown Elementary.

Teacher representatives shall provide the perspective of faculty and staff and contribute professional knowledge to the work of the SIC.

Section D – Appointed Community Representatives

Two (2) community representatives shall be appointed to the SIC.

Community representatives should have an interest in supporting the students, families, staff, and educational mission of James M. Brown Elementary.

Community representatives may include, but are not limited to:

- Local business or organization representatives
- Community leaders
- Former parents
- Parents of former students
- Community partners
- Other individuals who can provide meaningful community perspective and support

Section E – Principal

The principal of James M. Brown Elementary shall serve as the **ex-officio member** of the SIC.

The principal shall participate in SIC discussions and provide information and guidance related to school improvement efforts.

The principal shall not be counted as an elected or appointed member for purposes of determining the required elected-to-appointed membership ratio.

Section F – Chairperson

The SIC shall have a minimum of **one Chairperson** or a maximum of **two Co-Chairs**.

The Chairperson or Co-Chairs shall be elected by the SIC from among the SIC members.

The Chairperson or Co-Chairs shall facilitate the work of the council and preside over SIC meetings.

ARTICLE IV – ELECTIONS AND APPOINTMENTS

Section A – Parent Representatives

Two (2) parent representatives shall be elected by parents or guardians of students enrolled at James M. Brown Elementary.

The school shall provide parents with reasonable notice and an opportunity to participate in the election process.

Section B – Teacher Representatives

Two (2) teacher representatives shall be elected by the faculty of James M. Brown Elementary.

The election process shall provide eligible faculty members with a reasonable opportunity to participate.

Section C – Community Representatives

Two (2) community representatives shall be appointed to the SIC.

Appointments shall be made by the principal in consultation with the SIC whenever practical.

Section D – Election Timeline

SIC elections shall be conducted no later than **October 15** of each school year, consistent with applicable South Carolina requirements.

The school may conduct elections earlier when practical.

Section E – Election Procedures

The school shall communicate election procedures and timelines to the appropriate constituency.

Parent representatives shall be elected by parents or guardians.

Teacher representatives shall be elected by teachers/faculty.

Election results shall be documented and maintained with the official SIC records.

Section F – Vacancies

If an elected position becomes vacant during a member's term, the SIC shall fill the vacancy through an appropriate election process consistent with South Carolina requirements.

If an appointed community position becomes vacant, a replacement shall be appointed.

The principal shall remain an ex-officio member for the duration of their service as principal of James M. Brown Elementary.

ARTICLE V – TERMS OF OFFICE

Section A – Elected Members

Elected SIC members shall serve a minimum term of **two (2) years**, unless otherwise permitted by South Carolina law.

Parent representatives whose children are in their final year of enrollment at James M. Brown Elementary may serve a one-year term when permitted by applicable requirements.

Section B – Staggered Terms

Terms shall be staggered whenever possible so that approximately one-half of the elected positions are elected each year.

The initial terms may be established through a fair process to create staggered elections.

Section C – Appointed Members

Community representatives shall generally serve two-year terms. Appointments may be staggered to provide continuity of SIC membership.

Section D – Attendance

Members are expected to attend regularly scheduled SIC meetings and actively participate in the work of the council.

A member who is absent from three (3) or more meetings without an excused absence may be asked to resign or may be replaced in accordance with the appropriate election or appointment procedures.

The SIC may determine whether an absence is excused.

ARTICLE VI – OFFICERS

The officers of the James M. Brown Elementary SIC shall consist of:

1. Chairperson or Co-Chairs
2. Vice Chairperson
3. Secretary/Recorder

Section A – Chairperson/Co-Chairs

The SIC shall elect a minimum of one Chairperson or may elect two Co-Chairs.

The Chairperson or Co-Chairs shall:

1. Preside over SIC meetings.
2. Work with the principal and SIC members to establish meeting agendas.
3. Facilitate productive and respectful discussion.
4. Help ensure that the SIC remains focused on its purpose and responsibilities.
5. Represent the SIC when appropriate.
6. Coordinate with the principal regarding school improvement priorities and council activities.

Section B – Vice Chairperson

The Vice Chairperson shall:

1. Assist the Chairperson or Co-Chairs.
2. Preside over meetings when the Chairperson or Co-Chairs are unavailable.
3. Perform other duties assigned by the SIC.

Section C – Secretary/Recorder

The Secretary/Recorder shall:

1. Record attendance at each meeting.
2. Record minutes of SIC meetings.
3. Maintain official SIC records.
4. Distribute draft minutes to members when appropriate.

5. Maintain copies of approved minutes and other official SIC documents.
6. Assist with maintaining the SIC membership list and meeting schedule.

Section D – Election of Officers

Officers shall be elected annually by the SIC at the beginning of each school year.

ARTICLE VII – MEETINGS

Section A – Regular Meetings

The SIC shall meet regularly throughout the school year.

The SIC shall establish a meeting schedule at the beginning of each school year. The council should meet at least **eight (8) times during the school year**, when practical.

Section B – Special Meetings

Special meetings may be called by the Chairperson, Co-Chairs, principal, or upon request of a majority of SIC members.

Reasonable notice shall be provided in accordance with applicable South Carolina law and district requirements.

Section C – Meeting Notice

The SIC meeting schedule shall be communicated to the school community through appropriate school communication methods.

Meeting agendas shall be prepared and distributed to members prior to meetings when practical.

Section D – Open Meetings

The SIC shall conduct meetings in accordance with applicable provisions of the South Carolina Freedom of Information Act and other applicable laws and district policies.

Section E – Meeting Minutes

Minutes shall be maintained for all official SIC meetings.

Minutes shall include, at a minimum:

- Date and location of the meeting
- Members present and absent

- Major topics discussed
- Actions taken
- Votes and decisions
- Follow-up responsibilities, when applicable

ARTICLE VIII – QUORUM

A quorum shall consist of a **majority of the voting members** of the SIC.

For the seven-member SIC, a quorum shall be **four (4) voting members**, provided that the required membership categories are appropriately maintained.

A quorum must be present before the SIC may conduct official business or take formal action requiring a vote.

If a quorum is not present, members may discuss matters and gather information but shall not take official action requiring a vote.

ARTICLE IX – VOTING

Section A – Voting Rights

Each elected and appointed SIC member shall have one vote.

The principal serves as an ex-officio member. The principal's voting status shall be determined in accordance with applicable South Carolina SIC requirements and district policy.

Section B – Decision-Making

The SIC shall strive to reach decisions through discussion, collaboration, and consensus whenever possible.

When a vote is necessary, a motion shall be approved by a simple majority of voting members present, provided that a quorum is present, unless a greater vote is required by law or these bylaws.

Section C – Conflict of Interest

Members shall disclose any actual or potential conflict of interest that could affect their participation in a particular matter.

The SIC shall follow applicable district policies and state law regarding conflicts of interest.

ARTICLE X – COMMITTEES

The SIC may establish standing or temporary committees when needed to accomplish its work.

Committees may be created to address areas such as:

- Student achievement
- Family and community engagement
- School climate and culture
- Attendance
- Safety
- Communication
- School improvement planning
- Other priorities identified by the SIC

Committees shall report their work and recommendations to the full SIC.

Committees shall not take action on behalf of the full SIC unless specifically authorized to do so.

ARTICLE XI – SCHOOL IMPROVEMENT AND DATA

The SIC shall use relevant and reliable information to guide its work.

The council may review information including, but not limited to:

- Student achievement data
- Student growth data
- Attendance data
- Discipline data
- School climate information

- Family engagement information
- School report card information
- Survey results
- Other information relevant to school improvement

The SIC shall use data to identify areas of strength, areas for improvement, and potential strategies for supporting student success.

Individual student or employee information shall be treated confidentially and discussed only when appropriate and permitted by law and district policy.

ARTICLE XII – COMMUNICATION AND STAKEHOLDER ENGAGEMENT

The SIC recognizes that effective school improvement requires meaningful engagement with families, faculty, staff, students, and the community.

The SIC shall seek opportunities to:

1. Share information about the work of the SIC.
2. Gather feedback from families and community members.
3. Communicate school improvement priorities.
4. Share information regarding progress toward school improvement goals.
5. Encourage participation in school improvement activities.
6. Build partnerships that support the students and mission of James M. Brown Elementary.

The SIC may use ParentSquare, the school website, newsletters, meetings, surveys, social media, or other appropriate communication methods.

ARTICLE XIII – ANNUAL SCHOOL REPORT

The SIC shall assist the principal and school in developing the school's annual report to parents and the community as required by South Carolina law.

The report shall communicate information regarding the school's progress toward school and district goals and objectives and shall be provided within the timeline established by applicable requirements.

ARTICLE XIV – TRAINING AND ORIENTATION

SIC members are encouraged to participate in training opportunities provided by the South Carolina School Improvement Council, school district, or other appropriate organizations.

At the beginning of each school year, the SIC should provide new members with information regarding:

- The purpose and responsibilities of the SIC
- SIC bylaws
- Current membership
- Meeting schedule
- School improvement plan
- Current school data
- Roles and responsibilities of SIC members
- Applicable state and district requirements

ARTICLE XV – RECORDS

The SIC shall maintain appropriate records of its work, including:

- Current bylaws
- Membership roster
- Meeting agendas
- Meeting minutes
- Election information
- School improvement information
- Annual reports
- Other official SIC documents

Records shall be maintained and made available in accordance with applicable state law and district policy.

ARTICLE XVI – AMENDMENTS

These bylaws may be amended when necessary to meet the changing needs of James M. Brown Elementary or to maintain compliance with state law, SC-SIC requirements, or district policy.

Proposed amendments shall be presented to the SIC at a regular meeting.

Members shall be provided an opportunity to review proposed amendments before a vote is taken.

An amendment shall require approval by a **two-thirds (2/3) vote of the voting members present**, provided that a quorum is present.

No amendment may conflict with South Carolina law, SC-SIC requirements, or applicable district policies.

When required, amended bylaws shall be submitted to the South Carolina School Improvement Council for review before taking effect.

ARTICLE XVII – ADOPTION

These bylaws shall become effective upon approval by the James M. Brown Elementary School Improvement Council and completion of any required review by the South Carolina School Improvement Council.

These bylaws shall remain in effect until amended or replaced.

APPROVAL

Approved by the James M. Brown Elementary School Improvement Council

Date: _____

SIC Chairperson/Co-Chair: _____

Principal: _____

Secretary/Recorder: _____

SC-SIC Review, if applicable

Date Submitted: _____

Date Reviewed/Approved: _____