



Walhalla Elementary School

School Improvement Council Bylaws

Article 1

Name of Organization

Name of this organization will be the Walhalla Elementary School Improvement Council.

Article 2

Purpose

The purpose of the Walhalla Elementary School Improvement Council will be to:

- Assist in the preparation of the annual school improvement report including needs assessment, development of objectives and strategies, implementation and monitoring, and preparation of yearly assessment reports;
- 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 board.

Article 3

Representation and Membership

The Walhalla Elementary School Improvement Council will be composed of a minimum of 12 members:

- A minimum of 4 parents of students in the school elected by the parents of the students enrolled in the school;
- Three teachers from the school elected by the faculty;
- Three 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, grade level representation, or other variables; and
- School representatives to include the principal and curriculum coordinator. Each member will have one vote and absentee ballots or proxy voting will not be permitted.

Article 4

Election and Appointment Procedures

Elections will be held no later than the third Thursday in September of each year; elections will be held in compliance with state law, and council members will assume their responsibilities immediately. Appointments will be made within 14 days of the elections.

Information about the upcoming election of parent representatives will be printed in the school newsletter along with a nomination ballot. The information may also be posted online and parents can complete a virtual nomination ballot. The responses of the nominees will be printed and a ballot will be sent home to the parents of every student enrolled in the school or nominees will be listed on a google form and parents will be asked to vote electronically. Ballots will be returned to school within three (3) days. The ballots will be counted by the curriculum coordinator and be retained for one year.

The names and addresses of all council members will be forwarded to the South Carolina State Department of Education with 30 days following the elections.

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

Article 5

Tenure

All elected and appointed members of the council will serve two year terms. 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 child enrolled in the school or no longer live in the school attendance zone;
- No longer hold a teaching position at the school
- Have missed three consecutive scheduled meetings without proper notice to 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 6

Officers

The officers of the Walhalla Elementary School Improvement Council will consist of a chairperson, vice chairperson, secretary. The officers will be elected annually by the full council membership in the first council meeting of each academic year. At no time will these positions be held exclusively by all teachers or parents. Ex-Officio members are not eligible to be an officer of the council.

Article 7

Duties of Officers

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 or emailed 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 secretary is responsible for:

- Keeping a full and accurate account of the proceedings and transactions of all council meetings;
- Providing 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 listing of the council membership with current telephone numbers and addresses.

Article 8

Meetings

The council will meet monthly in the school conference room on a date agreed upon by the council. SIC is required to hold a minimum of eight meetings per school year. Special meetings may be called by the principal or chairperson 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 if at least one parent and one teacher representative are present. Unless otherwise agreed, a simple majority will be sufficient for a vote on any issue. All council meetings are open to the public and anyone showing 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. If members are unable to attend in person, they can participate virtually.

Article 9

Training

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 School Council Assistance Project.

Article 10

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 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.