Seneca Middle School

School Improvement Council Bylaws

ARTICLE I — NAME AND AUTHORITY

The name of this body shall be the Seneca Middle School- School Improvement Council (SIC). The SIC operates pursuant to applicable South Carolina law, including S.C. Code § 59-20-60, the South Carolina Freedom of Information Act, and applicable district policies. In the event of a conflict, governing law and district policy shall control.

ARTICLE II — PURPOSE AND RESPONSIBILITIES

The SIC is an advisory body that brings parents, teachers, school leadership, and community members together to support school improvement and student success. Its work shall reflect Seneca's commitment to high expectations and belonging. The SIC shall assist in the development, monitoring, and evaluation of school improvement priorities; provide input on school goals and family engagement; assist with the school report card narrative as applicable; prepare or support the annual SIC Report to the Parents; and perform other duties assigned by law or requested by the principal. The SIC shall not exercise powers reserved to the principal, superintendent, or board of trustees and shall not consider confidential individual student or personnel matters in public council business.

ARTICLE III — MEMBERSHIP AND COMPOSITION

The council shall consist of a minimum of our (4) elected parent representatives, four (3) elected teacher representatives, and four (3) appointed community representatives. The principal shall serve as an ex-officio member. The SIC may invite other nonvoting ex-officio participants as appropriate. Parent representatives shall be elected by parents or legal guardians of enrolled students; teacher representatives shall be elected by teachers at the school. Community representatives shall be appointed by the principal in consultation with elected members and should reflect the community served. The elected-to-appointed membership ratio shall remain two-thirds elected to one-third appointed. Ex-officio members shall not be counted in this ratio. Ex-officio members shall not vote in officer elections and shall otherwise serve in a nonvoting advisory capacity under these bylaws. Members are expected to attend meetings, participate constructively, communicate with constituents, and act in the interests of all SMS students.

ARTICLE IV — NOMINATIONS, ELECTIONS, AND APPOINTMENTS

Elections for parent and teacher representatives shall occur annually, no later than October 15, to fill positions whose terms expire or are vacant. Every eligible parent and faculty member shall have a reasonable opportunity to vote. The SIC and principal shall publicize nomination and election procedures in advance through accessible school communication channels. Balloting shall be fair, confidential where practicable, and documented. Election records shall be retained consistent with applicable retention rules. The principal, in consultation with elected members, shall appoint community representatives to maintain the required membership composition. The school shall submit current SIC membership information to the SC-SIC Member Network within the applicable statutory reporting period.

ARTICLE V — TERMS AND VACANCIES

Elected representatives shall ordinarily serve staggered two-year terms. A parent whose student is in the final year at Seneca may serve a one-year term as permitted by law. Appointed representatives shall serve staggered two-year terms unless otherwise required by law or needed for initial staggering. A parent representative's service ends when the individual no longer qualifies as a parent of an enrolled SMS student, except as otherwise permitted by law. A teacher representative's service ends when the individual is no longer an eligible teacher at Seneca Middle. Vacancies in elected positions shall be filled through an election by the relevant constituency for the remainder of the unexpired term. Vacancies in appointed positions shall be filled by principal appointment in consultation with elected members. The council shall review attendance concerns and may declare a position vacant following three unexcused absences, subject to applicable law and a fair opportunity for the member to respond.

ARTICLE VI — OFFICERS

The elected and appointed members shall annually elect a chairperson, vice chairperson, and secretary from among eligible elected and appointed members. Ex-officio members shall not vote in officer elections. Officers shall serve one-year terms and may be reelected. The chairperson shall preside over meetings, coordinate agendas with the principal, and represent the council. The vice chairperson shall act when the chairperson is

absent. The secretary shall maintain minutes, attendance, and council records and coordinate public posting with school staff.

ARTICLE VII — MEETINGS AND PUBLIC ACCESS

The SIC shall establish and publish a regular meeting calendar, with a goal of at least six meetings during the school year. Special meetings may be called by the chairperson in consultation with the principal, subject to public-notice requirements. All meetings shall be open to the public and conducted in compliance with the South Carolina Freedom of Information Act, including applicable advance notice, agenda posting, minutes, and records requirements. The school shall provide reasonable access to meeting information. Community members may request to address the SIC by contacting the chairperson or principal before the meeting. Public participation shall be managed fairly and consistently with the posted agenda and applicable law.

ARTICLE VIII — COMMITTEES AND SCHOOL IMPROVEMENT WORK The council may create standing or temporary committees aligned to school improvement goals, such as academic achievement, student belonging and school climate, family engagement, and community partnerships. Committees may include volunteers who are not SIC members. Each committee shall report its work and recommendations to the full SIC. Committees shall observe applicable public-meeting requirements when they constitute public bodies under law.

ARTICLE IX — RECORDS, COMMUNICATION, AND REPORTING

The SIC shall maintain approved minutes, membership rosters, meeting notices, agendas, and other required records in accordance with district procedures and applicable law. The council shall communicate its goals, activities, and progress to the Seneca community and contribute to the annual SIC Report to the Parents by the applicable deadline. Public communications shall protect student and personnel confidentiality.

ARTICLE X — AMENDMENTS AND REVIEW

These bylaws shall be reviewed at least once each school year and whenever changes in law or district policy require revision. Proposed amendments shall be provided in writing to voting members at least ten calendar days before consideration. Amendments shall

require approval by two-thirds of voting members present at a meeting with a quorum, provided the amendment is consistent with applicable law. Before initial adoption or substantive amendment, the council shall seek review from South Carolina SIC and Oconee County Schools as appropriate. Amendments shall take effect upon adoption unless the motion specifies a later effective date.

October 13, 2026