



DIAMOND HILL ELEMENTARY

SCHOOL IMPROVEMENT COUNCIL BYLAWS

Draft for Council Review and Adoption • 2026-2027

Date Adopted:

Fall 2026

Most Recent Revision:

Fall 2026

ARTICLE I – NAME AND AUTHORITY

Section 1. Name. The name of this body shall be the Diamond Hill Elementary School Improvement Council (DHE SIC).

Section 2. Authority. The DHE SIC is established pursuant to South Carolina law and serves as an advisory body to support school improvement, family and community engagement, and other duties assigned to School Improvement Councils by state or federal law. These bylaws may not conflict with state law, district policy, or applicable regulations.

ARTICLE II – PURPOSE AND RESPONSIBILITIES

The Council shall work collaboratively with the principal, faculty, families, and community to support continuous improvement at Diamond Hill Elementary.

- Participate in school improvement and innovation efforts and provide input into school improvement planning.
- Review school needs, goals, data, and progress and recommend strategies that support student growth and school success.
- Promote meaningful parent, family, and community involvement in the life of the school.
- Assist with reports, narratives, and other SIC responsibilities required by South Carolina law and SC-SIC guidance.
- Provide advice and assistance to the principal when requested and perform other duties assigned by the local school board that are consistent with law.
- Serve only in an advisory capacity and not exercise powers reserved by law or policy to the local school board, superintendent, or principal.

ARTICLE III – MEMBERSHIP

Section 1. Voting Membership. The voting membership of the DHE SIC shall consist of:

- Two (2) parent representatives elected by the parents/guardians of students enrolled at Diamond Hill Elementary.
- Two (2) teacher representatives elected by the school faculty.
- Two (2) community representatives appointed by the principal.

Section 2. Required Ratio. Elected members shall comprise at least two-thirds of the combined elected and appointed voting membership. With two elected parents, two elected teachers, and two appointed community members, DHE maintains this required ratio.

Section 3. Ex-Officio Membership. The principal shall serve as an ex-officio member of the Council. Other school or organization leaders may be invited to participate as ex-officio members when appropriate. Ex-officio members are not counted when determining the elected/appointed membership ratio and shall not vote unless these bylaws are formally amended to provide otherwise and the change remains consistent with law.

Section 4. Parent Eligibility. A parent, legal guardian, or primary caregiver of a student enrolled at DHE is eligible to serve as a parent representative. A parent representative who no longer has a child enrolled at DHE becomes ineligible to continue serving in that elected parent seat.

Section 5. Teacher Eligibility. For purposes of SIC elections, all members of the school faculty may participate in the election of teacher representatives. To serve as a teacher representative, an individual must be a teacher currently assigned to DHE and actively serving in an instructional role at the school. This may include classroom, special-area, special education, and media/library instructional roles. A teacher representative who is reassigned away from DHE or is no longer serving in an eligible instructional role becomes ineligible to continue serving in that teacher seat.

Section 6. Community Representatives. Community representatives should reflect the community served by DHE and may include business, civic, faith-based, nonprofit, higher education, former parent, or other community partners. Community representatives are appointed by the principal.

ARTICLE IV – NOMINATIONS AND ELECTIONS

Section 1. Annual Elections. Parent and teacher elections shall be conducted each year as needed to fill expiring terms or vacancies and shall be completed no later than October 15.

Section 2. Parent Elections. The school shall provide reasonable advance notice of nominations and voting procedures and shall organize the election so that every parent/guardian has an opportunity to vote. Parents may nominate themselves or may be nominated by another parent/guardian. Ballots may be paper or electronic, provided the method is fair, accessible, and protects the integrity of the vote.

Section 3. Teacher Elections. Teacher candidates may self-nominate or be nominated by another faculty member. All members of the faculty shall have an opportunity to vote. The election may be conducted by confidential paper or electronic ballot. When two teacher seats are open, each faculty voter may vote for no more than two eligible candidates.

Section 4. Election Results. The eligible candidates receiving the highest number of votes shall be elected to the available seats. Ties shall be resolved by a fair method approved by the Council before the tie is resolved, such as a runoff election or drawing by lot.

Section 5. Election Records. Election procedures and final results shall be documented and retained with SIC records. Individual ballots shall remain confidential unless disclosure is required by law.

ARTICLE V – TERMS OF SERVICE

Section 1. Elected Terms. Elected parent and teacher representatives shall serve two-year terms, except that a parent of a student in the student's final year of enrollment at DHE may serve a one-year term when permitted by law.

Section 2. Staggered Terms. Elected terms shall be staggered so that, to the extent practical, approximately one-half of the elected seats are filled each year. When staggering must be established or reset, the affected members shall determine shortened initial terms by lot or another neutral method approved by the Council.

Section 3. Appointed Terms. Community representatives shall normally serve two-year terms and may be reappointed by the principal.

Section 4. Re-Election. There is no local limit on the number of terms an eligible elected representative may serve, unless these bylaws are later amended to establish such a limit.

ARTICLE VI – VACANCIES AND REMOVAL

Section 1. Elected Vacancies. When an elected parent or teacher seat becomes vacant before the end of a term, the Council and school shall arrange a special election by the same constituency that elected the representative, unless state guidance provides another lawful method. The replacement shall serve the remainder of the unexpired term.

Section 2. Appointed Vacancies. A vacancy in a community representative seat shall be filled by appointment of the principal for the remainder of the unexpired term.

Section 3. Loss of Eligibility. A member who no longer meets the eligibility requirements for the seat held shall vacate that seat.

Section 4. Attendance. Members are expected to attend meetings regularly. After three consecutive unexcused absences, the Chair and principal may contact the member to confirm continued willingness and eligibility to serve. Any resulting vacancy shall be filled according to these bylaws.

ARTICLE VII – OFFICERS

Section 1. Officers. The officers of the Council shall be Chair, Vice Chair, and Secretary.

Section 2. Selection and Term. Officers shall be elected annually by the voting members at the first regular meeting after annual elections and appointments are completed. Officers may be re-elected.

Section – Chair. Presides at meetings, works with the principal to prepare agendas, supports orderly discussion, and ensures Council actions are documented.

Section – Vice Chair. Performs the duties of the Chair when the Chair is absent and assists with Council leadership as requested.

Section – Secretary. Ensures accurate minutes are prepared and maintained and supports required Council records and correspondence.

ARTICLE VIII – MEETINGS, NOTICE, AND VOTING

Section 1. Regular Meetings. The Council shall establish a regular meeting schedule each school year and shall meet often enough to carry out its responsibilities. The schedule should be published and made available to the school community.

Section 2. Open Meetings and FOIA. Meetings, notices, agendas, minutes, and any action to amend or adopt bylaws shall comply with applicable South Carolina Freedom of Information Act requirements and other open-meeting requirements.

Section 3. Special Meetings. Special meetings may be called by the Chair or principal, provided required public notice is given.

Section 4. Quorum. A quorum shall consist of a majority of the voting members currently serving on the Council.

Section 5. Voting. Each voting member has one vote. Unless otherwise required by law or these bylaws, an action is approved by a simple majority of voting members present when a quorum exists. Proxy voting is not permitted.

Section 6. Public Participation. The Council may provide a public comment period or other opportunities for families and community members to share input, consistent with meeting procedures and applicable law.

ARTICLE IX – COMMITTEES AND WORK GROUPS

The Council may create standing or temporary committees or work groups to address specific goals or projects. Committees shall report their work to the full Council. A committee may include non-Council participants when their expertise or perspective would support the work, but only the full Council may take official Council action.

ARTICLE X – RECORDS AND ANNUAL COMPLIANCE

- Maintain current adopted bylaws, including the date adopted and dates of any revisions.
- Maintain meeting notices, agendas, approved minutes, membership records, election documentation, and other required SIC records.
- Ensure SIC membership information is reported to the SC-SIC Member Network and/or other required state system by the applicable deadline.
- Prepare, distribute, and upload required SIC reports according to current law and SC-SIC procedures.
- Review these bylaws periodically to ensure they continue to reflect DHE's structure, current law, and current SIC requirements.

ARTICLE XI – AMENDMENTS

Section 1. Proposal. Amendments may be proposed by any voting member.

Section 2. Notice. A proposed amendment shall be placed on a properly posted meeting agenda and shared with Council members in advance when practicable.

Section 3. Adoption. An amendment requires approval by at least two-thirds of the voting members present at a meeting where a quorum exists, provided the action complies with applicable meeting and FOIA requirements.

Section 4. State Law Controls. No amendment may override or conflict with South Carolina law, district policy, or other controlling legal requirements.

Section 5. Filing. After adoption, the revised bylaws shall be dated, retained with the Council's official records, and uploaded to the SIC Member Network when required.

ARTICLE XII – PARLIAMENTARY PRACTICE

The Council shall conduct meetings in a fair, orderly, and collaborative manner. When these bylaws and applicable law do not address a procedural question, the Chair may use generally accepted parliamentary practice as a guide, provided it does not conflict with law, district policy, or these bylaws.

ADOPTION

These bylaws were adopted by the Diamond Hill Elementary School Improvement Council at a properly noticed meeting on the date shown below.

SIC Chair: Ashton Johnson

Principal: Samantha Ferguson

Secretary: Reagan Cox

LEGAL AND GUIDANCE REFERENCES

- South Carolina Code of Laws § 59-20-60(6): SIC membership, elected/appointed ratio, terms, elections, and reporting requirements.
- South Carolina School Improvement Council (SC-SIC) Election Guide: parent and teacher election practices and eligibility guidance.
- SC-SIC Bylaws Toolkit and 'Getting Your Bylaws Ready for 2027-28': bylaws should address membership, elections/appointments, terms, officers, vacancies, meetings/voting, committees, amendments, adoption, and filing.