

BYLAWS OF THE EAU CLAIRE HIGH SCHOOL SCHOOL IMPROVEMENT COUNCIL

ARTICLE I: NAME AND AFFILIATION

Section 1: Name: The name of this organization shall be the Eau Claire High School School Improvement Council (SIC), hereinafter referred to as the Council.

Section 2: Affiliation: The Council shall operate as an advisory body to the school principal and shall comply with the laws of the State of South Carolina, the policies and regulations of the Richland County School District One (Richland One), and the governing policies of Eau Claire High School. Any conflict between these bylaws and district or state policy shall be resolved in favor of the district or state policy.

ARTICLE II: PURPOSE AND DUTIES

Section 1: Purpose: The purpose of the Council is to support institutional improvement, foster community-school relationships, and assist in the development, implementation, and evaluation of the school's five-year strategic improvement plan.

Section 2: Mandated Duties: The Council shall:

- Assist in the writing and monitoring of the annual school report to parents.
- Provide advice on the use of school incentive awards, when applicable.
- Serve as a liaison between the school, the community, and the school district.

ARTICLE III: MEMBERSHIP, TERMS, AND ATTENDANCE

Section 1: Composition: The Council shall be composed of seven (7) voting members, consisting of elected parents, teachers, and appointed community members.

Section 2: Ex-Officio Members: The School Principal and the assigned Assistant Principal shall serve as ex-officio members of the Council. Ex-officio members shall serve in an advisory capacity and hold no voting rights.

Section 3: Term Length: All seven (7) voting members shall serve a term length of one (1) year. Members may seek re-election or reappointment for subsequent terms in accordance with district guidelines.

Section 4: Mandatory Attendance Requirement: Regular participation is vital to the operational success of the Council. Attendance at all regularly scheduled meetings is mandatory for all members.

Section 5: Absenteeism and Dismissal: Attendance parameters and guidelines for vacancy are defined as follows:

- **Excused Absences:** Members must notify the Council Chair or Principal at least 24 hours prior to a meeting to request an excused absence for personal illness, family emergency, or professional conflict.
- **Unexcused Absences:** Any absence where prior notification was not provided or approved shall be deemed unexcused.
- **Dismissal Rule:** A member is strictly allowed to miss a maximum of two (2) meetings without an excuse per academic semester. Upon the occurrence of a third unexcused absence, the member shall be automatically dismissed from the Council, and their position will be declared vacant.

ARTICLE IV: OFFICERS

Section 1: Officer Positions: The officer positions of the Council shall consist of a Chair, a Vice-Chair, and a Secretary. All officers must be elected from among the seven (7) active voting members. Officers may be appointed by the School Principal if the need arises.

Section 2: Election and Term: Officers shall be elected by a majority vote of the Council at the first official meeting of the academic year. Officers shall serve a term of one (1) year, matching their membership term.

Section 3: Duties of Officers: The roles and obligations are defined as follows:

- **Chair:** Shall preside over all meetings, prepare agendas in consultation with the Principal, and serve as the primary representative of the Council.
- **Vice-Chair:** Shall assist the Chair and preside over meetings in the absence of the Chair.
- **Secretary:** Shall record, distribute, and maintain minutes of all meetings, track attendance records, and handle official correspondence.

ARTICLE V: MEETINGS

Section 1: Regular Meetings: Regular meetings of the Council shall be held on the 3rd Thursday of each month at 5:00 PM.

Section 2: Calendar Adjustments: The designated meeting date and time may be altered if conflicts arise due to the Eau Claire High School academic and activities calendar, or as otherwise determined and publicized by the Council leadership in advance.

Section 3: Quorum: A simple majority of the seven (7) active voting membership (4 members) shall constitute a quorum for the transaction of business.

ARTICLE VI: OPERATIONS AND FINANCIAL CONTROLS

Section 1: Fundraising Requirements and Approval: The Council may engage in activities to support school initiatives. However, if the Council engages in fundraising, it must first meet all regulatory and procedural requirements of the Richland One School District.

Section 2: Sanctioning and School Leadership Approval: Before any planning, promotion, or collection of funds occurs, all fundraising activities must be formally sanctioned and approved by the Eau Claire High School, School Principal and or assigned Assistant Principal.

Section 3: Financial Accountability and Monthly Reporting: To ensure strict financial transparency and district compliance, the Council is required to provide official bank statements to both the School Principal and the school Bookkeeper on a monthly basis. All raised funds must be processed in strict accordance with Richland One fiduciary policies.

ARTICLE VII: LIABILITY AND WAIVERS

Section 1: Release of Liability for Activities: By participating in any activities, events, field trips, or programs sponsored, organized, or hosted by the Council, all participants (including members, volunteers, and students) acknowledge that such participation is voluntary.

Section 2: Indemnification: To the fullest extent permitted by law, participants agree to assume all risks associated with Council activities and agree to release, waive, and hold harmless the Council, Eau Claire High School, Richland County School District One, and their respective officers, employees, and agents from any and all liability, claims, demands, or causes of action arising out of negligence, injury, or property damage sustained during the course of said activities. Written permission and liability waivers shall be secured for any student-specific activities prior to execution.

ARTICLE VIII: AMENDMENTS

Section 1: Amendments: These bylaws may be amended at any regular meeting of the Council by a two-thirds vote of the membership present, provided the amendment has been submitted in writing at the previous meeting and does not violate Richland One policies.