CRAYTON MIDDLE SCHOOL
SCHOOL IMPROVEMENT COUNCIL BYLAWS

Richland School District One
Columbia, South Carolina

Proposed for Review and Adoption

Governance framework for the operation, membership, meetings, duties, records, and reporting of the Crayton Middle School School Improvement Council.

ARTICLE I - NAME AND AUTHORITY

The name of this body shall be the Crayton Middle School School Improvement Council (SIC). The Council is established pursuant to South Carolina law and operates as the school improvement council for Crayton Middle School within Richland School District One.

These bylaws are intended to support compliance with applicable provisions of Title 59 of the South Carolina Code of Laws, guidance of the South Carolina School Improvement Council (SC-SIC), applicable South Carolina Freedom of Information Act requirements, and applicable Richland School District One policies. If a provision of these bylaws conflicts with controlling law or policy, the controlling law or policy shall govern.

ARTICLE II - PURPOSE

The purpose of the Council is to bring parents, educators, community members, school leadership, and other appropriate stakeholders together to support continuous school improvement and student success. The Council is advisory and collaborative in nature and does not exercise powers reserved by law or regulation to the local school board.

Consistent with S.C. Code Section 59-20-60, the Council shall participate in improvement and innovation efforts at the school and carry out duties assigned by applicable law, district policy, and these bylaws.

ARTICLE III - DUTIES AND RESPONSIBILITIES

The Council shall, as applicable:

- Assist in the preparation of the school's five-year improvement plan and annual updates.
- Assist with the development and monitoring of school improvement and innovation efforts.
- Provide advice regarding the use of school incentive grant awards when applicable.
- Provide assistance as requested by the principal and perform other lawful duties prescribed by the local school board.
- Develop the annual school report to parents and constituents required by South Carolina law, including information about progress toward school and district goals and objectives.
- Provide input or assistance on other matters for which Title 59 assigns a role to School Improvement Councils, including applicable school report card, strategic planning, academic assistance, and school reading plan responsibilities.
- Maintain a focus on the needs of the school as a whole rather than the interests of any one constituency.

ARTICLE IV - MEMBERSHIP

Section 1. Composition

The voting membership of the Crayton Middle School SIC shall include at least two parents elected by parents of children enrolled in the school, at least two teachers elected by the faculty, and community representatives or other persons appointed by the principal. Crayton Middle School currently provides for two elected parent representatives, two elected teacher representatives, and one appointed community representative.

The elected members shall at all times comprise at least two-thirds of the elected and appointed membership, as required by S.C. Code Section 59-20-60(6). Ex-officio members are not counted when determining this elected-to-appointed ratio.

Section 2. Ex-Officio Membership

The principal shall serve as an ex-officio member of the Council. The Council may include additional ex-officio members holding positions of leadership in the school or school organizations when appropriate. Ex-officio members may participate fully in discussion. Unless controlling law or district policy provides otherwise, ex-officio members shall not vote on Council business.

Section 3. Terms

Elected members shall serve the minimum terms required by S.C. Code Section 59-20-60(6). Under current law, elected members serve a minimum term of two years, except a parent of a student in the student's last year of enrollment at the school may serve a one-year term. Terms of elected members shall be staggered as required by law. Appointed community representatives shall serve terms established at appointment, preferably coordinated to preserve continuity of Council membership.

Officers of the Council shall serve one-year officer terms and may be reelected if they remain eligible members of the Council. An officer term does not modify the underlying membership term of an elected or appointed member.

ARTICLE V - ELECTIONS AND APPOINTMENTS

Section 1. Parent Representatives

Parent representatives shall be elected by parents of children enrolled at Crayton Middle School. The school shall provide notice to the parent community requesting nominations for available seats. After nominations are received, the school shall provide eligible parents an opportunity to vote through the school's approved parent communication system or another accessible voting method. The election process shall be organized so that every eligible parent has an opportunity to vote.

Section 2. Teacher Representatives

Teacher representatives shall be elected by the faculty. Nominations shall be solicited from eligible teachers, and voting may occur at a faculty meeting involving teachers or through another method that provides every eligible faculty member an opportunity to vote.

Section 3. Election Deadline and Reporting

Elections shall occur no later than October 15 of the school year, or by any successor deadline established by law. Within thirty days following the election, required membership information shall be provided to SC-SIC in the manner required by law and current SC-SIC procedures.

Section 4. Community Representatives

Community representatives shall be appointed by the principal consistent with South Carolina law and the requirement that elected members constitute at least two-thirds of the elected and appointed membership.

ARTICLE VI - OFFICERS

Section 1. Officers and Election

The officers of the Council shall be a Chair, Vice Chair, and Secretary. Officers shall be elected annually by the voting membership of the Council, preferably at the first organizational meeting of the school year. Officers serve one-year terms.

Section 2. Chair

- Presides over Council meetings.
- Works with the principal and other officers to develop meeting agendas.
- Facilitates orderly, inclusive discussion and keeps the Council focused on its statutory responsibilities and annual priorities.
- Coordinates establishment of committees or work groups authorized by the Council.
- Serves as the primary Council representative when appropriate.
- Works with the officers and principal to ensure required Council business and reports are completed.

Section 3. Vice Chair

- Performs the duties of the Chair when the Chair is absent.
- Assists the Chair with Council planning and coordination.
- Coordinates committees or special projects when assigned.
- Serves as Acting Chair if the Chair position becomes vacant until the Council elects a replacement.

Section 4. Secretary

- Ensures accurate minutes are prepared and maintained for each meeting.
- Records attendance, motions, voting results, and official Council actions.
- Assists with preparation and retention of meeting notices and agendas.
- Maintains Council governance records in coordination with school administration, including approved minutes, agendas, reports, and adopted bylaws.

ARTICLE VII - VACANCIES, REMOVAL, AND REPLACEMENT

Section 1. Membership Vacancies

A vacancy in an elected parent or teacher seat shall be filled in a manner consistent with South Carolina law, SC-SIC guidance, and district requirements. When practicable, the replacement shall be selected from the same constituency represented by the vacating member. A replacement shall serve the remainder of the unexpired term unless controlling requirements provide otherwise.

A vacancy in an appointed community representative seat shall be filled by appointment of the principal, subject to the statutory membership ratio. The replacement shall serve the remainder of the unexpired term or such lawful term as is established at appointment.

Section 2. Officer Vacancies

If the office of Chair becomes vacant, the Vice Chair shall serve as Acting Chair until the Council elects a Chair for the remainder of the unexpired officer term. A vacancy in the office of Vice Chair or Secretary shall be filled by election of the voting members of the Council, preferably at the next regular meeting.

Section 3. Removal from Office

An officer may be removed from the officer position for failure to perform the duties of the office or for other good cause by a two-thirds vote of voting members present at a meeting at which a quorum exists, provided the proposed action appears on the properly posted agenda and the officer receives reasonable notice. Removal from an officer position does not, by itself, remove the individual from an elected or appointed Council seat.

Section 4. Removal from Council Membership

No elected or appointed member shall be removed from Council membership solely through an officer action. Any removal or replacement of a Council member shall comply with applicable law, district policy, the nature of the member's election or appointment, and current SC-SIC guidance.

ARTICLE VIII - MEETINGS

Section 1. Regular Meetings

The Council shall meet at least monthly during the school year, except that no regular meeting is required in December or May. Meetings may be held in person or virtually to the extent permitted by applicable law and district requirements.

Section 2. Annual Calendar and Organizational Meeting

At or near the beginning of each school year, the Council shall establish an annual meeting calendar. At the first organizational meeting, the Council should seat newly elected or appointed members, review vacancies and membership status, elect officers, review these bylaws and statutory responsibilities, review school improvement priorities, establish annual Council priorities, and create committees or work groups as needed.

Section 3. Special, Changed, or Rescheduled Meetings

Special meetings may be called when necessary. Any special, changed, canceled, or rescheduled meeting shall be noticed in accordance with applicable South Carolina Freedom of Information Act requirements and current district and SC-SIC guidance.

Section 4. Public Notice and Agenda

Council meetings shall be publicly noticed, and agendas shall be prepared and posted, in accordance with applicable South Carolina Freedom of Information Act requirements. The Council shall follow applicable requirements governing the timing and content of meeting notices, posting of agendas, and changes to an agenda after posting. The school shall maintain a reasonable, publicly accessible means of communicating meeting information.

Section 5. Open Meetings

Meetings shall be conducted openly as required by applicable law. Any executive session or closed portion of a meeting may occur only when expressly authorized by law and shall follow all required procedures.

ARTICLE IX - QUORUM AND VOTING

Section 1. Quorum

A majority of the voting members currently serving on the Council shall constitute a quorum for conducting official Council business.

Section 2. Voting

Except where these bylaws require a greater vote, official action shall require a majority vote of voting members present when a quorum exists. Each voting member has one vote. Proxy voting is not permitted unless expressly authorized by controlling law or district policy.

Section 3. Conflict of Interest

Members shall disclose an actual or potential conflict of interest relating to a matter before the Council and shall follow applicable law and district policy regarding participation or recusal.

ARTICLE X - MINUTES AND RECORDS

The Secretary, or a designee when necessary, shall prepare minutes for each Council meeting. Minutes shall document, at minimum, the date, time, and place or meeting method; members present and absent; whether a quorum was present; matters considered; motions and voting results; official actions; and adjournment. Draft minutes shall be presented for approval at a subsequent Council meeting and retained after approval as official Council records.

Meeting notices, agendas, approved minutes, reports, adopted bylaws, and other official records shall be maintained in accordance with applicable law, district recordkeeping requirements, and SC-SIC guidance. Public access to records shall be provided as required by law.

ARTICLE XI - COMMITTEES AND WORK GROUPS

The Council may establish standing or temporary committees and work groups to advance its responsibilities and annual priorities. Possible areas of work include school improvement and strategic planning, family and community engagement, school climate, attendance, academic achievement, and recognition or special projects. Committees shall report their work to the full Council and may not exercise authority reserved to the full Council, principal, district administration, or Board of School Commissioners.

ARTICLE XII - ACCOUNTABILITY, COMMUNICATION, AND REPORTING

Section 1. Annual Report to Parents and Constituents

The Council shall develop the annual school report to parents and constituents required by S.C. Code Section 59-20-60(5). The report shall provide information regarding the school's progress in meeting school and district goals and objectives and shall be completed, distributed, and submitted in accordance with applicable statutory, district, and SC-SIC requirements in effect for that school year.

Section 2. Membership Reporting

The Council and school administration shall ensure that required membership information, including information specified by S.C. Code Section 59-20-60(6), is reported to SC-SIC within the timeframe and through the process then required.

Section 3. Other Required Participation

The Council shall participate in school improvement planning and any additional reporting, narrative, review, or planning responsibilities assigned to SICs by applicable provisions of Title 59, district policy, or other controlling requirements.

Section 4. Communication with the School Community

The Council shall communicate its work to parents, staff, and the school community through appropriate school communication channels and shall promote opportunities for stakeholder input consistent with the Council's advisory role.

ARTICLE XIII - PARLIAMENTARY PROCEDURE

Meetings shall be conducted in an orderly and fair manner. When a procedural question is not addressed by law, district policy, or these bylaws, the Chair may use generally accepted parliamentary principles as a guide, provided their use does not conflict with controlling requirements or unnecessarily prevent full participation by Council members.

ARTICLE XIV - AMENDMENTS

Proposed amendments to these bylaws shall be provided to Council members in advance and included on the publicly posted agenda for the meeting at which action is proposed. An amendment may be adopted by a two-thirds vote of voting members present when a quorum exists. No amendment may conflict with applicable federal or state law, district policy, or controlling requirements governing School Improvement Councils.

ARTICLE XV - COMPLIANCE AND PERIODIC REVIEW

The Council shall review these bylaws periodically and whenever there is a material change in controlling law, district policy, or SC-SIC requirements. References in these bylaws to statutory or administrative deadlines shall be interpreted to incorporate successor requirements when those requirements are lawfully changed.

ADOPTION

These bylaws were adopted by the Crayton Middle School School Improvement Council on _____ and remain in effect until amended or superseded in accordance with Article XIV.

SIC Chair Signature: _____	Elizabeth Thebo Date: _____
Vice Chair Signature: _____	Julie Shaw Date: _____
Secretary Signature: _____	Terrance Holley Date: _____
Principal / Ex-Officio Signature: _____	Angela D. Burns Date: _____

APPENDIX A - ANNUAL GOVERNANCE AND COMPLIANCE CHECKLIST

This appendix is an operational aid and does not replace current law, district policy, or SC-SIC requirements. The Council should verify current deadlines each school year.

- Beginning of school year: review membership, identify expiring terms and vacancies, solicit nominations, and communicate election information.
- No later than October 15: complete elections, unless a successor statutory deadline applies.
- Within 30 days after elections: provide required member information to SC-SIC using the then-current reporting process.
- First organizational meeting: seat members, elect officers, review bylaws and duties, adopt the annual meeting calendar, and establish Council priorities.
- Each regular meeting: provide required public notice and agenda; confirm quorum; record attendance, actions, and votes; prepare and retain minutes.
- Throughout the year: participate in school improvement planning, monitor annual priorities, and perform applicable Title 59 responsibilities.

- Annual reporting cycle: prepare and distribute the required Report to Parents and Constituents and complete any SC-SIC submission requirements using the current deadlines for that school year.
- End of year: review Council accomplishments, document recommendations for the following year, and identify membership or officer transitions.

REFERENCE BASIS

Principal legal and guidance sources consulted in preparing this draft:

- South Carolina Code of Laws, Title 59, including S.C. Code Section 59-20-60(5)-(6) and other provisions assigning responsibilities to School Improvement Councils.
- South Carolina School Improvement Council, SIC Handbook and Resource Library, including resources addressing governance, bylaws, membership and elections, Meetings & FOIA, and the Report to Parents.
- South Carolina School Improvement Council, Laws Pertaining to SICs.

Drafting note: This document is a governance draft for Council review and is not legal advice. Before adoption, Crayton Middle School should compare it with current Richland School District One policy and any district-specific SIC requirements.