W.G. SANDERS MIDDLE SCHOOL

SCHOOL IMPROVEMENT COUNCIL BYLAWS

Article I. Name

The name of this organization shall be the W.G. Sanders Middle School School Improvement Council, hereafter referred to as the "SIC" or "Council."

Article II. Purpose

The purpose of the SIC is to support continuous school improvement and serve as an advisory body to the principal and school community in accordance with South Carolina law.

The SIC shall:

1. Participate in school improvement and planning efforts.
2. Assist with monitoring progress toward school improvement goals.
3. Provide input and recommendations concerning the educational needs of students and the W.G. Sanders Middle School community.
4. Assist the principal when requested on matters appropriate to the SIC.
5. Participate in preparing required reports to parents and the school community.
6. Perform other responsibilities assigned to School Improvement Councils under applicable South Carolina law and district policy.

The SIC serves in an advisory capacity and shall not exercise powers reserved by law or policy to the local school board, superintendent, principal, or other school officials.

Article III. Membership

Section 1. Composition

The Council shall include:

- At least two parents or guardians elected by parents or guardians of students enrolled at W.G. Sanders Middle School.
- At least two teachers elected by the faculty of W.G. Sanders Middle School.
- Community representatives and other members appointed by the principal as appropriate.
- The Principal, who shall serve as an ex-officio member.
- The Assistant Principal and Parent and Family Engagement Specialist may also serve as ex-officio members.

Elected members shall constitute at least two-thirds of the Council's elected and appointed membership, as required by South Carolina law.

Section 2. Nominations, Elections, and Appointment Procedures

(A) Nominations and elections for SIC parent and teacher representatives will be held each year no later than October 15. The specific date, time, and location that SIC nominations and elections are to be held will be determined by the SIC from year to year and publicized in advance within the school community. The Principal will appoint community member representatives, in consultation with elected SIC members, no later than November 1 of each year. Council members will assume their responsibilities immediately upon their election or appointment.

(B) The SIC, in consultation with the Principal, will develop and approve procedures for parent nominations and elections that are fair and encourage participation by all parents. The SIC and school will communicate information about SIC parent nomination and election schedules and procedures to all parents who are eligible to vote in a timely manner using the most effective methods of communication reasonably available.

(C) Teachers will nominate and elect their representatives to the SIC. They will develop and approve procedures for teacher nominations and elections that are fair and encourage participation by all teachers. The SIC and school will communicate information about SIC teacher nominations and election schedules and procedures to all teachers who are eligible to vote in a timely manner using the most effective methods of communication reasonably available.

(D) The SIC will keep the results of SIC parent and teacher elections on file, including the vote totals for all candidates, for a period of at least two years.

(E) In order to comply with state law reporting requirements, the Principal or his/her designee will enter the names and contact information for the current school year's SIC members into the online *SC-SIC Member Network* no later than November 15.

(F) The SIC Chairperson will ensure that the names of all SIC members for the current school year are posted on the school website and/or published in the school newsletter.

Section 3. Terms of Service

(A) The term of service for elected SIC members is two (2) years. For appointed SIC members, the term of service is one (1) year. Terms will be staggered so that the terms of service of half of all SIC elected positions expire at the end of each year.

(B) The term of service for an ex-officio member of the SIC will continue for as long as that individual holds the position or office that is represented on the SIC.

(C) There is no limit on the number of terms that an SIC member may serve.

(D) A parent or guardian whose child is in the student's final year of enrollment at W.G. Sanders Middle School may serve a one-year term when permitted by South Carolina law.

Section 4. Vacancies

When an elected position becomes vacant before the end of a member's term, the SIC shall fill the position in a manner consistent with South Carolina law, district requirements, and the method by which the position was originally filled.

The principal may fill a vacancy in an appointed position.

Article IV. Officers

Section 1. Officers

The officers of the SIC shall be:

- Chair
- Vice Chair
- Secretary

Section 2. Election and Terms of Officers

The SIC will elect these officers from among its elected and appointed members. Officer elections will be held during the first regular meeting after the SIC has completed its elections and appointments for the year. The term of office for SIC officers is one year.

Section 3. Chair

The Chair will preside at all meetings and have general supervision of the activities of the SIC. The Chair will work in partnership with the Principal in planning and directing the activities of the Council.

The Chair, in consultation with the Principal, will prepare the agenda for all SIC meetings and ensure that the agenda is sent to all Council members and posted publicly in a timely manner, but no later than 24 hours prior to the meeting. The Chair retains the right to modify the agenda if it is determined to be in the best interest of the Council and direct the pace of the meeting as best accomplishes the agenda. The Chair will appoint members to standing and temporary committees as needed and serve as an ex-officio member of all committees.

Section 4. Vice Chair

The Vice Chair shall perform the duties of the Chair when the Chair is absent and assist the Chair as needed.

Section 5. Secretary

The Secretary is responsible for:

(1) Keeping a full and accurate account of the proceedings and actions of all SIC meetings (minutes) and ensuring that each Council member receives this information in a timely fashion following each meeting;

(2) Preparing any official correspondence that the Chairperson may request;

(3) Ensuring that the SIC maintains a file in the school's administrative offices that contains copies of past meeting agendas, minutes, sign-in sheets, Council correspondence, *SIC Reports to the Parents* and the SIC Bylaws;

(4) Maintaining a contact list of all SIC members that includes current telephone numbers and email addresses.

Section 6. Officer Vacancies

If the Chair, Vice Chair, or Secretary position becomes vacant before the expiration of the officer's term, the Council shall elect a replacement from among its elected and appointed members. The replacement officer shall serve for the remainder of the unexpired term.

Article V. Meetings

Section 1. Regular Meetings

The SIC shall have at least 8 regular meetings during the school year. The SIC may establish additional regular meetings or call additional meetings when necessary to conduct SIC business.

Section 2. Meeting Notice

Meetings shall be announced and conducted in accordance with applicable South Carolina open-meeting requirements and district policy.

Section 3. Agenda

An agenda shall be prepared for each regular meeting and made available as required by applicable law and policy.

Section 4. Quorum

A quorum, consisting of a simple majority of the Council's current voting members, is required to conduct official business and take official action. A quorum must include at least one parent representative and one teacher representative. No official votes may be taken without a quorum present.

Article VI. Voting

Each voting member shall have one vote. Unless otherwise required by law or these bylaws, an action shall be approved by a majority of voting members present when a quorum exists. Proxy voting shall not be permitted.

Article VII. Minutes and Records

Minutes shall be maintained for each official W.G. Sanders Middle School School Improvement Council meeting. Minutes shall include, at minimum:

- Date, time, and location of the meeting;
- Members present;
- Major matters discussed;
- Motions made;
- Results of votes;
- Official actions taken by the Council.

Council records shall be maintained in accordance with applicable South Carolina law and school district requirements.

Article VIII. Public Participation

The SIC meetings at W.G. Sanders Middle School shall provide appropriate opportunities for members of the school community and public to provide input consistent with applicable law and school or district procedures.

The Chair may establish reasonable procedures for public participation to maintain an orderly meeting and allow the Council to complete its scheduled business.

Article IX. Annual Review

The Council shall review these bylaws at least once each school year to determine whether revisions are necessary.

The review should consider changes to applicable South Carolina law, School Improvement Council requirements, school district policies, and the operational needs of the W.G. Sanders Middle School School Improvement Council.

A review does not require the Council to amend the bylaws unless changes are necessary.

Article X. Amendments

These bylaws may be amended by a two-thirds vote of the voting members present at a meeting where a quorum exists, provided that:

1. The proposed amendment has been provided to Council members before the meeting.

2. The amendment does not conflict with South Carolina law or applicable school district policy.

Article XI. Governing Authority

These bylaws shall be interpreted consistently with applicable federal law, South Carolina law, South Carolina School Improvement Council requirements, and applicable school district policies.

If any provision of these bylaws conflicts with controlling law or policy, the controlling law or policy shall govern.

Article XII. Adoption

These bylaws become effective upon approval by the W.G. Sanders Middle School School Improvement Council.

Adopted on: November 5, 2026

SIC Chair: Stephanie Casana Signature: Stephanie Casana

Principal: Miles Dhuey Signature: Miles Dhuey (Nov 6, 2026 15:59:38 EST)

Secretary: Jediya Danford Signature: Jediya Danford Jediya Danford (Nov 6, 2026 16:02:35 EST)

Amendment Record

Date	Article/Section Amended	Description	Approved By