# Blythewood Middle School
# School Improvement Council By-laws

## ARTICLE I

**NAME OF ORGANIZATION**
The name of this organization will be the Blythewood Middle School Improvement Council.

## ARTICLE II

**PURPOSE**
The purpose of the Blythewood Middle School Improvement Council (BMSIC) will be to:

- Participate in the development of the five-year school improvement plan;
- Assist in implementing the plan and evaluating the outcomes;
- Assist in the writing of the annual updates;
- Assist with the development and monitoring of school improvement and innovation;
- Advise on the spending of incentive funds if the school receives an award;
- Write the Report to Parent about the progress of the school and District to achieve the goals and objectives of the strategic plan;
- Participate in the revision of the school improvement plan if the school is rated unsatisfactory on the School Report Card; and
- Write the narrative to the School Report Card in conjunction with the principal.

## ARTICLE III

**REPRESENTATION AND MEMBERSHIP**
**Representation and Membership**
The Blythewood Middle School Improvement Council (BMS-SIC) shall be composed of the following members:

- A minimum of six parents of students in the school elected by the parents of the students enrolled in the school. It is suggested there be two elected members per grade level representing grades 6,7, and 8.
- A minimum of three teachers/staff from the school elected from the faculty/staff. There shall be one teacher per middle school grade level.
- Community representatives shall be appointed by the principal. These appointments may include business and industry representatives, civic and social organization leaders, grandparents, retirees, social service agencies and local government representatives. There must be one-half as many appointed members as elected members. (Five)
- Ex-officio members of the council shall be included in the membership by virtue of the position they hold in the school or an organization associated with the school such as the principal, assistant principal and the president of the PTO.

## ARTICLE IV

**ELECTION AND APPOINTMENT PROCEDURES**

Elections for SIC membership will be held no later than October fifteenth of the school year, and council members will assume their responsibilities immediately.

Information about the upcoming election of parent representatives will be printed in the school newsletter. Ballots will be distributed at a PTO General Meeting or School Open House. Nominees will be introduced at the chosen event with ballots provided for the parents present. Parents will be notified of election results via most widely used communication medium (blog, website, connect-ed, etc.)

Faculty/staff member will be elected during a regularly scheduled faculty/staff meeting.

The names and addresses of all council members will be reported to SC-SIC no later than November 15th of each school year.

## ARTICLE V

**TERMS**

- All elected members of the council shall serve a two year term (unless they are elected in their student's last year of enrollment in which case they may only serve one year.)
- Appointed members of the community will serve a one year term. Appointed members of the communtiy may serve multiple terms.
- Terms of elected members will terminate when members:
    - No longer have a student enrolled in the school;
    - No longer hold a teaching or staff position at the school;
    - Provide written resignation to the SIC Chairperson and principal
- No limit will be set on the number of terms a member may serve.

## ARTICLE VI

**OFFICERS**

The officers of the Blythewood Middle SIC will consist of a Chair, Vice-Chair and Recorder/Secretary. The officers will be elected annually by the full council membership at the first council meeting of each academic year. Ex-officio members are not eligible to be an officer of the council.

**DUTIES OF OFFICERS**

The SIC Chair will be responsible for:

- Directing monthly SIC meetings;
- Finalizing monthly agendas in collaboration with the principal;
- Acting as a spokesperson for the SIC when working with the faculty, parent of community groups and District staff;
- Signing documents; assuring SIC participation;
- Appointing SIC members to serve on committees as needed;

The Vice-Chair will assume leadership in the absence of the Chair and assist the Chair as needed;

The secretary is responsible for:

- Maintaining a full and accurate account of the proceedings of all council meetings;
- Recording attendance at all meetings;
- Providing a copy of the minutes from SIC meetings to the council members;
- Preparing any official correspondence that the Chair may request; and
- Maintaining a council file containing copies of all minutes, council correspondence, by-laws and Report to the Parents/Annual Summary report.

## ARTICLE VIII

**MEETINGS**

The council will meet approximately monthly at regularly scheduled meetings at least eight times per school year. The dates and times of meeting will be determined at the first meeting of the school year. Special meetings may be called by the principal or chair as long as all council members are notified of the meeting at least 24 hours in advance.

A simple majority of the council membership will constitute a quorum. Council decisions will be made by consensus. If voting is necessary, a simple majority will be sufficient for a vote on any issue. Each elected and appointed member will have one vote. Ex-officio members are nonvoting members of the council. Absentee ballots or proxy voting will not be permitted.

All council meetings are open to the public. Persons interested in presenting at a council meeting may do so during the open forum portion of the council meeting.

## ARTICLE IX

**AMENDMENTS**

These bylaws may be amended at any regular meeting of the council by a two-thirds vote of those present provided that the specific amendments have been introduced at a prior meeting, included in the minutes of that meeting and are listed on the agenda for the current meeting.