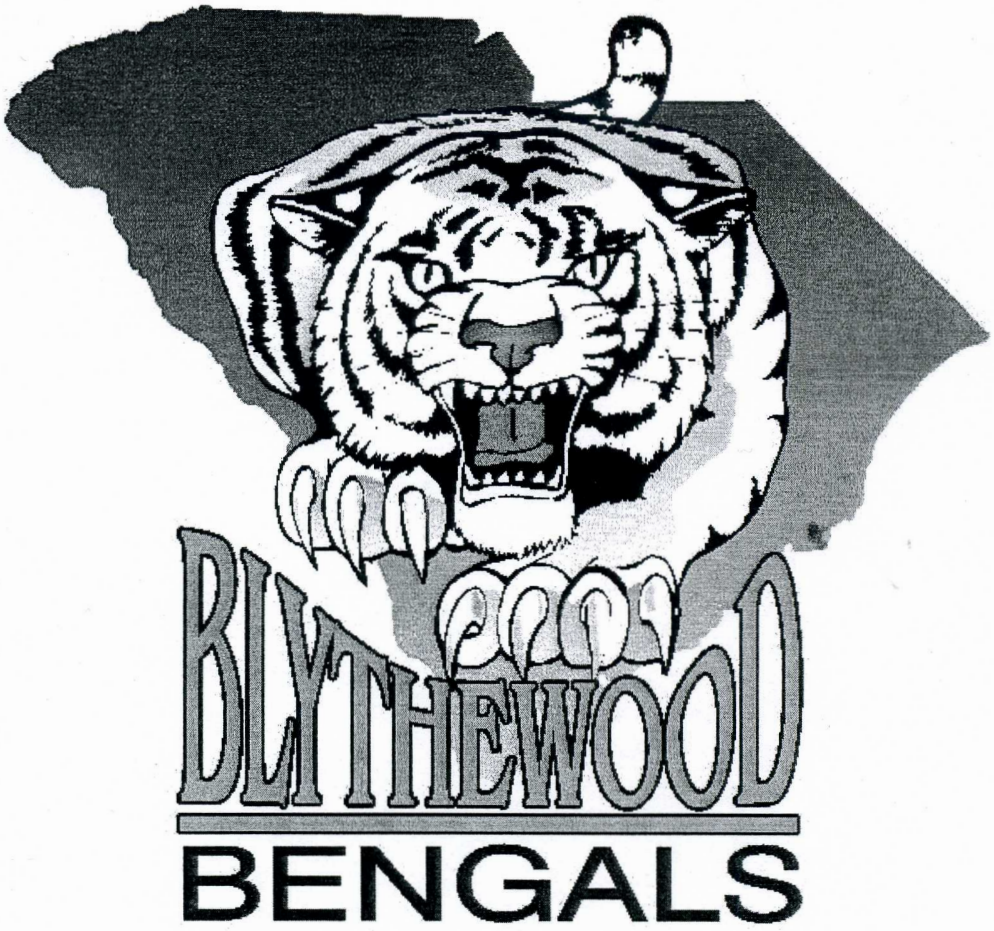

BLYTHEWOOD HIGH SCHOOL
SCHOOL IMPROVEMENT COUNCIL

BYLAWS

Blythewood High School
10901 Wilson Boulevard
Blythewood, SC 29016

ARTICLE I

The name of this organization will be the Blythewood High School Improvement Council

ARTICLE II
PURPOSE

The purpose of the Blythewood High School Improvement Council will be to:

- Assist in the preparation, implementation, and evaluation of the 5-year comprehensive school improvement plan;
- Assist in the preparation of annual plan updates;
- Assist with the development and monitoring of school improvement and innovation;
- Develop an annual school report to the parents and constituents of the school by November 15 of each school year to provide information on the school's progress in meeting the school and district goals and objectives;
- Provide advice on the use of the school's incentive grant awards;
- Serve as liaison between the school, school organization, the community, and the local school board by collecting and disseminating information about school improvement; and
- Provide other assistance that the principal may request as well as carrying out any other duties prescribed by the local school board.

The council will not have any of the powers and duties reserved by law and regulation to the Richland District II Board of Education.

ARTICLE III
MEMBERSHIP

The Blythewood High School Improvement Council will be comprised of 48 voting members:

- 16 parents of students in the school elected by the parents of the students enrolled in the school, with 4 parents representing the freshman class, 4 representing the sophomore class, 4 representing the junior class, and 4 representing the senior class.
- 8 teachers from the school, elected by the faculty.
- 16 students from the school, elected by the students, with 4 students elected to represent each class.
- 8 representatives appointed by the principal to include 1 business partner and 7 additional appointees to balance council membership in terms of race, sex, geography, grade level representation, or other variables.
- Each member will have one vote and absentee ballots or proxy voting will not be allowed except in the case of election of officers.
- The council shall also include 4 ex-officio, or non-voting, members: the principal, teacher of the year, the guidance chairperson, and immediate past chairperson of the School Improvement Council, if that person is no longer an elected member of the council.

ARTICLE IV
ELECTION & APPOINTMENT PROCEDURES

- Elections will be held no later than the third Thursday in September of each year and council members will assume their responsibilities immediately.
- An election nominating committee shall be formed during the last meeting of the school year. The nominating committee shall be responsible for the requirements of this article.
- The principal will make appointments within 14 days of the election after consulting with the newly elected council.
- Information about the upcoming election of parent representatives will be published in the school newsletter, the orientation, the middle school newsletter, on the web site, through Connect Ed, and in the Country Chronicle. The article will include the following:
    - Brief SIC purpose statement
    - Current Representatives
    - SIC officers
    - Vacancies
    - Nomination form
    - Nomination deadline
    - Election date
- All parents that are nominated through this process shall appear on the election ballot, unless they have declined the nomination.
- The faculty will elect teacher representatives to the council at a faculty meeting prior to the first meeting of SIC.
- Student representatives will be elected by the students during their regularly scheduled election of class officers or appointed as needed by the student government association.
- The names and addresses of all council members will be forwarded to School Improvement Council Assistance at the University of South Carolina within 30 days following the election.
- The names of all council members will be published in the first school newsletter and/or on the BHS website following the elections.

ARTICLE V
TENURE

- All elected and appointed members of the council will serve 2-year terms. The terms are to be staggered. Ex-officio members will serve 1-year terms.
- No limit will be set on the number of terms a member may serve.
- The council may establish committees made up of teachers, parents, business partners, and other citizens to study specific issues and make recommendations to the council. These committees can be temporary or standing committees.
- With the exception of business partners and other citizens, members on the council will terminate when members:
    - No longer have a student enrolled in the school or no longer live in the school attendance zone.
    - No longer hold a teaching position at the school.
    - No longer attend the school as a student.
    - Have missed 3 scheduled meetings without proper notification to the secretary.
    - Submit a letter of resignation to the chairperson.
- In the event of any of the above situations, the chairperson will appoint, in the case of an elected member, the person with the next highest number of votes in the most recent election. In the case of an appointed member, the principal will select a replacement. The replacement will not serve a full term, but finish the term of the person replaced.

ARTICLE VI
OFFICERS

- The Blythewood High School Improvement Council will reflect the viewpoints of parents, faculty and students. Officers will consist of a chairperson, vice chairperson, and secretary elected by the full council membership during the last council meeting of the academic year. The slate of officers will be presented by the Nominating Committee at this meeting. BHS parents and community members will fill the majority of officer and committee chairperson positions. Parent officer positions are a two-year appointment. Faculty and student officer positions are a one-year appointment. The Nominating Committee will consider student members interested in officer positions who have served a minimum of two years on the council. The Nominating Committee will consider years of SIC service, attendance, and leadership in deciding students who will be placed on the slate for voting by the SIC membership. Officers and committee chairs may serve alone or as co-officers or co-chairs.

ARTICLE VII

DUTIES OF OFFICERS

- The chairperson will preside at all meetings and have general supervision of the activities of the council. The chairperson will work with the principal in planning and directing the activities of the council including monitoring committee progress.
- The chairperson, in consultation with the principal and vice-chairperson, will prepare an agenda for all council meetings, arrange agenda to be mailed to each member at least 1 week prior to each meeting, and have authority to modify the agenda if it is determined to be in the best interest of the council's work. The chairperson will appoint temporary or standing committees as needed and serve as an ex-officio member of all committees.
- The vice-chairperson will:
    - Exercise all functions in the absence of the chairperson and assist the chairperson as needed.
    - Oversee the functions of the sub-committees.
    - Assist in the development of the meeting agenda.
    - Track meeting attendance.
- The secretary is responsible for:
    - Keeping an account of the proceedings and transactions of council meetings;
    - Providing a copy of the minutes to council members, all faculty members, the school improvement council district contact person, and/or appropriate district administrative staff within 1 week of the last meeting;
    - Maintaining a council file in the school's administrative offices containing copies of all minutes, council correspondence, the annual school report, the annual summary report, and the current bylaws; and
    - Maintaining a listing of the council membership with telephone numbers and addresses.
    - Maintain a record of attendance and report absences to the chairperson and the vice-chairperson for action.

ARTICLE VIII

MEETINGS

- The council will meet monthly at the school. Special meetings may be called by the principal or chairperson as long as all council members are notified of the meeting at least 24 hours in advance.
- The first meeting of the academic year will be called in September.
- A simple majority of the council membership will constitute a quorum if at least 25% of the membership, 5 parent, 3 teacher, and 3 student representatives are present. A simple majority of those members present will prevail on any vote on any issue except changes in the bylaws. All council meetings are open to the public and anyone showing an interest in the council and its activities will be encouraged to attend. Persons interested in presenting at a council meeting may request to be put on the agenda no later than seven days before the meeting date.

ARTICLE IX
TRAINING

- A general orientation session will be held annually for all council members that includes information about council rules, responsibilities, and functions as well as information on school and local district policies and procedures. Council members will also attend school improvement council training workshops sponsored by the district office, the Professional Development Section of the State Department of education, or School Improvement Council Assistance in the University of South Carolina's College of Education.
- The principal will share information on school activities, successes, and concerns with council members.
- Training and technical assistance is available form the district, the State Department of Education, and the SICA.

ARTICLE X
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 prior to the meeting at which voting on amendments will occur, included in the minutes of that meeting, and are listed on the agenda for the current meeting.

ARTICLE XI
VOTING

- Voting shall be conducted by ballot or role call to insure only members with voting rights are voting.
- Ex-officio members are not voting members.
- Council officers are voting members.