

**Sterling School
School Improvement Council Bylaws
Revised as of January, 2012**

ARTICLE I

Name of Organization

The name of this organization will be the Sterling School Improvement Council (SIC).

ARTICLE II

Purpose

The purpose of the Sterling School SIC will be to:

1. Participate in the preparation, and revision if necessary, of the 5-year comprehensive school improvement plan and evaluation of the outcomes.
2. Assist in the preparation of yearly plan updates to the District; Assist with the development and monitoring of school improvement and innovation.
3. Write an annual school report to the parents and constituents of the school by April 30th of each year to provide information on the school's progress in meeting the school and district goals and objectives.
4. Write the narrative for the school report card with the principal.
5. Provide advice on the use of school incentive grant awards, if any such awards are awarded to the school.
6. Serve as a liaison between the school, school organizations, the community, and the local school board by collecting and disseminating information about school improvement.
7. Provide other assistance that the principal may request as well as carrying out any other duties prescribed by the local school board.

The SIC will not have any of the powers and duties reserved by law or regulation to the local school board.

ARTICLE III

Representation and Membership

The SIC will be composed of sufficient members as necessary to maintain a ratio of two-thirds elected members to one-third appointed members, excluding ex-officio members.

1. Six parents of students in the school elected by the parents of the students enrolled in the school as follows: two parents representing grades K-2, two parents representing grades 3-5, and two parents representing grades 6-8;

2. Three teachers from the school elected by the faculty;
3. Up to four community representatives appointed by the principal; and
4. Up to five ex-officio members, including but not limited to the principal, a guidance counselor appointed by the principal, the president of the PTA (Parent Teacher Association), and the previous year's chair of SIC.

Each member (including ex-officio members) will have one vote and absentee ballots or proxy voting will not be permitted. Notwithstanding the forgoing, ex-officio members are not to vote for officers, which is a duty reserved for elected and appointed members.

ARTICLE IV

Election and Appointment Procedures

Elections for parent and teacher representatives will be held no later than April thirtieth each year and council members will assume their responsibilities beginning May 1. The principal will make appointments within fourteen days after consulting the newly elected council and/or as needed to maintain a balance of elected to appointed members.

Information about the election of parent representatives will be printed in the school newsletter and other means of communication, as needed. Ballots will be available to all parents/guardians of every student. Ballots will be returned to the school within seven days. The ballots will be counted by two members of the council and be retained for one year by the school administration.

Teacher representatives to the council will be elected by the faculty.

The names and addresses of all council members will be forwarded promptly to the School Improvement Council Assistance (SICA) at the University of South Carolina.

The names of all council members will be published in a communication available to all parents/guardians of the students at the school.

ARTICLE V

Tenure

All elected and appointed members of the council will serve staggered two-year terms, except that parents of students in the last year of enrollment at the school will serve terms of one-year only. Ex-officio members will serve one-year terms. All term periods shall begin on May 1.

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 leaders, and other citizens to study specific issues and make recommendations to the council. These

committees will not be permanent and will have no responsibilities beyond those outlined by the council when established.

Excluding ex-officio members, membership on the council will terminate in advance of the expiration of the term as follows:

1. For parent representatives, at such time as the parent representative no longer has a student enrolled in the school;
2. For a teacher representative, at such time as the teacher representative no longer holds a teaching position at the school;
3. For any member, when such member has missed three consecutive scheduled meetings without proper notice to the chairperson; or
4. For any member, upon submission of a letter of resignation to the chairperson.

In the event of any of the above situations, the chairperson will appoint a replacement for any terminated parent representative and the principal will appoint a replacement for any terminated teacher representative or community representative. The replacement representative will not serve a full term, but finish the term of the person replaced.

ARTICLE VI

Officers

The officers of the SIC will consist of a chairperson, vice chairperson, and secretary. The officers will be elected annually in the first council meeting following the election of members by a simple majority vote. Ex-officio members are not eligible to be chairperson or vice-chairperson.

ARTICLE VII

Duties of Officers

The chairperson will preside at all the meetings and have general supervision of the activities of the council. In addition, the duties of the chairperson include:

1. Working with the principal in planning and directing the activities of the council;
2. Monitoring the progress of committees, if any;
3. In consultation with the principal, preparing an agenda for council meetings, which reasonable efforts shall be used to send to members the agenda in advance of the meeting;
4. Modifying agendas of council meetings if the chairperson determines the modifications to be in the best interest of the council;
5. Appointing temporary or standing committees as needed; and
6. Serving 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.

The duties of the secretary include:

1. Keeping a full and accurate account of the proceedings and transactions of all council meetings;
2. Working with the chair and school staff to make reasonable efforts to provide an agenda and other pertinent materials to council members in advance of the meeting;
3. Providing a copy of the minutes to the council members, all faculty members, the school improvement council district contact person, and/or other appropriate district administrative staff within one week of the previous meeting;
4. Preparing any official correspondence that the chairperson may request;
5. Maintaining a council file in the school's administrative offices containing copies of all minutes, council correspondence, the annual school improvement report, the annual summary report, and the current council bylaws; and
6. Maintaining a listing of the council membership with current telephone numbers and addresses.

ARTICLE VII

Meetings

During the academic year, the council will meet at least monthly. The principal or chairperson may call special meetings 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 if at least one parent and one teacher representative are present.

Council decisions should be made by consensus. If voting becomes necessary, a simple majority will be sufficient for a vote on any issue.

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.

ARTICLE IX

Training

Council members will be encouraged to attend school improvement council training workshops sponsored by the district office, the Professional Development Department of Education, or School Improvement Council Assistance (SICA) in the University of South Carolina's College of Education. The principal will share information on school activities, successes, and concerns with council members.

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 at a prior meeting, included in the minutes of that meeting, and are listed on the agenda for the current meeting.