

**Seven Oaks Elementary School MEDIA Magnet
School Improvement Council By-Laws**

Article I: Purpose, Functions, Activities and Goals

A. Functions and Goals:

The purpose of the Seven Oaks Elementary School MEDIA Magnet (SOESMM) School Improvement Council will be to effectively assist the principal in providing constructive, collaborative community involvement to help foster a viable two way communications network between the school and the community. The School Improvement Council is not devised to act as a compliance bureau or a watchdog group but rather to enhance the entire education process. These By-Laws shall not be interpreted to usurp the authority of the board of trustees or the principal, but shall be limited to activities prescribed by applicable legislation and School District Five of Lexington and Richland Counties.

B. The Council shall:

1. Assist with the development and monitoring of School Improvement and innovations;
2. Assist in the preparation of and presentation to the local school board of the Comprehensive five-year School Renewal Plan and the annual updates to that plan;
3. Develop an annual School report to the parents and community of SOESMM by April 30 of each year that reports the school's progress on meeting the school and district goals and objectives;
4. Provide advice on the use of School incentive awards;
5. Provide assistance as the principal may request, as well as carrying out any other duties prescribed by the school board;
6. Provide input in developing the SOESMM budget, which will contain priorities in the expenditure of funds to achieve stated objectives;
7. Be briefed by the principal on the school's prescribed allocation in the final District budget;
8. Publish and distribute articles about SIC activities regularly in the school newspaper or in other publications to be sent home to parents;
9. Circulate the minutes of its meeting to the faculty of the school.

The principal will provide the Council with appropriate information so it can provide advisory assistance with the developing and monitoring of the School's improvements efforts. The Council does not have any of the powers and duties reserved by law or regulation to the local school board. The Council may file a separate report to the school board, as it deems necessary.

Article II: Membership

Section 1: The SIC shall consist of at least 6 voting members: 2 parents of students (enrolled) in the school elected by the parents in the school; 4 teachers and/or faculty members. Such members shall be elected by the faculty and staff of the school. There shall be at least 2 SIC and principal selected community appointees, and the PTO president or another PTO elected officer if he/she is not serving as a parent representative already. No individual may be an elected member of more than one School Improvement Council in the District. An individual may be elected at one school and serve in an ex-officio or appointed position at another school in the District.

Section 2: Terms of Office.

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

(B) The term of office 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.

Section 3: Voting Rights. Each member, except ex-officio members shall be entitled to one vote and may vote on each issue submitted. Only members present may vote.

Section 4: The principal and assistant principal shall be ex-officio members of the Council. Other ex-officio members may be appointed by the principal. These members must hold office in school-related organizations or a position in the school. Ex-officio members have no voting rights. In no case shall the elected members of the Council comprise less than 2/3 of the total members.

Section 5: Nomination and Election

- A. Parents of children in the school will elect parent members of the Council. Nominations will be solicited from the entire parent body, and a slate of nominees will be presented for election. Parents will be notified of the time and process of the voting. On Election Day, the Council Chairman or Vice-Chairman and the Principal are responsible for ensuring those rotating personnel or volunteers monitor the ballot box. The Chairman, Vice-Chairman, and Principal should tabulate election results after the close of voting. If in-person voting is not possible, a Google Form will be sent via the school's communication system.
- B. Teacher and staff members of the Council will be elected by the faculty and staff of the school during a regularly scheduled faculty meeting or via a GoogleForm.
- C. Community representatives (appointees) will be selected by the Principal (and the SIC Chairperson) in the following manner: Names of prospective appointees will be submitted by Council members and by the Principal. Elections shall be held no later than September 30 of each year.
- D. The Principal will announce the election results.

Section 6: Termination of Membership. A member shall no longer hold membership should such a member cease to be:

- A. The parent of a student enrolled in the school if the parent is an elected parent.
- B. A teacher at the school if the member is an elected teacher.

OR

- B. Present at less than three-fourths of the scheduled meetings. The names of members who have missed two of the scheduled meetings will be given by the secretary to the Council Chairperson, who will notify these members of their remaining obligations. Exceptions may be made for family illness or other viable personal reasons. If a person cannot attend meetings due to a change in work schedule, he/she must submit a resignation

OR

Any member may be removed by a two-third vote of a quorum.

A member may resign by submitting a letter of resignation to the Council Chairperson, with a copy to the Principal.

Section 7: Replacement of Members. In the event an elected member shall cease to serve the next alternate shall serve. In case an appointed member shall cease to serve, the Council and Principal shall designate a new member. The replacement member shall serve the remaining term. In no case shall the voting portion of the committee (not to be confused with the elected members of the Committee) be less than two-thirds.

Section 8: Elections shall be held no later than September 30 of each year. Selection of community member representatives and ex-officio members should be completed by October 15.

Article III: Officers

Section 1: Officers. The officers shall consist of a chairman, vice-chairman, and secretary from the elected (or appointed) population of the Committee.

Section 2: Election and Term of Office. The outgoing Chairperson will preside over the newly constituted School Improvement Council at an organizational meeting to be held any time after the election to elect officers from among the elected and appointed membership (not ex-officio) as outlined in the Council's By-Laws. They shall serve for one year. They may be re-elected if serving another year. A quorum will be necessary for elections to take place.

Section 3: Removal of Officers. Any officer may be removed by a two-thirds vote of a quorum.

Section 4: Chairperson. The Chairperson shall preside at meetings. He or she shall perform all duties incident to the office of Chairperson. (See Article IV.)

Section 5: Vice-Chairperson. The duties of the Vice-Chairperson shall be to cooperate with the Chairperson in assigned duties, substitute during his/her absence, and perform other duties as may be assigned by the Chairperson.

Section 6: Secretary. The Secretary will:

- A. Keep the minutes of the meetings with a copy to be filed with the permanent records and a true and correct copy transmitted to the members and other persons as the Council may deem necessary.
- B. See that all notices and publications are duly given in accordance with the provisions of the by-laws.
- C. Be custodian of the Council's records.
- D. Keep a register of addresses and telephone numbers of members.
- E. Notify the Chairperson of any members who have missed more than two meetings.
- F. Perform all duties incident to the office of Secretary and those as may be assigned by the Chairperson.

Article IV: Meetings

Section 1: Regular Meetings. The Council should schedule meetings once per month during each academic year, with the exception of the month of December. The schedule for the coming year should be determined by the Council members at the May Council meeting.

Section 2: Special Meetings. Special meetings may be called by the Chairperson or by a majority vote of a quorum.

Section 3: Agenda. Agendas for regular meetings shall be prepared by the Chairperson, in cooperation with the Principal, and shall be mailed to the members prior to the meeting.

Section 4: Place. The Principal shall provide the meeting place.

Section 5: Quorum. A majority of the voting members of the Council shall constitute a quorum.

Section 6: Open Meetings. All regular meetings shall be open to the public.

Article V: Amendments

These By-Laws may be amended by two-thirds affirmative vote of the Council members. Members must be notified, in writing, not less than 10 days prior to a meeting at which any proposed changes of the By-Laws is to be considered.