

## Bylaws-Irmo Middle School- School Improvement Council

### Article I

**Name of Organization-** This organization is the Irmo Middle School-School Improvement Council (IMS-SIC).

### Article II

#### **Purpose**

The Purpose of the IMS-SIC will be to:

1. Assist in the preparation, implementation, and evaluation of the 5 year Comprehensive School Renewal Plan;
2. Assist in the preparation of yearly plan updates;
3. Assist with the development and monitoring of school improvement and innovation;
4. Provide an annual School Improvement Council "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;
5. Assist Principal in writing narrative for school report card.
6. Serve as a liaison between the school, school organizations, the community and the School Board of School District 5 of Lexington and Richland Counties by collecting and disseminating information about school improvement.
7. Provide other assistance that the IMS Principal may request.

### Article III

#### **Representation and Membership**

The IMS SIC will be composed of the following members:

1. Minimum of two parents elected by the parents of students enrolled at the school.
2. Two IMS teachers will serve two year terms. These will be the current and previous year Teacher of the Year.
3. Three IMS Students ( one from each grade we serve)
4. Ex-officio members will include the IMS Principal, the President of the IMS PTSO (or their appointee).
5. Appointed Members will be selected by the IMS Principal
6. There will be exactly twice as many Elected Members as Appointment members

### Article IV

## **Election Procedures**

Elections will be held as early as May and no later than September 15 of each year. The election date will be determined annually by the IMS SIC Chair in consultation with the Principal. Newly-elected council members will assume their responsibilities July 1st of the election year or immediately after election, whichever is later.

The timeline for election procedures of parent representatives will be as follows:

1. SIC Nomination forms will be available to all parents of 6th through 8th grade students (rising or current, depending on the date of elections) at least 2 weeks prior to the election date.
2. Parents wishing to serve on the School Improvement Council will submit the completed nomination form to the Irmo Middle School main office at least one week before elections.
3. One week before the elections, sign-up will close and the list of candidates will be posted on the school website and may be printed in the weekly email blast to parents.
4. Elections will be held from 7:30am to 4:30pm at Irmo Middle School on the specified election date(s).

Ballots will be counted by an independent group to include the PTSO President or representative, and will be retained for one year in the school's IMS SIC file.

Teacher representatives to the Council will be the current and previous years Teacher of the Year.

Student representatives will be elected annually through Student Government.

The principal will make Community Member appointments after the annual elections.

The names and addresses of the council member will be forwarded to the South Carolina-School Improvement Council no later than November 15th of each school year.

The names of all council members will be published on the school website following the elections.

## **Article V**

### **Tenure**

All elected members of the council serve two year terms. All appointed Community members of the council will serve one year terms. Ex-officio members serve one-year terms. Elected student members serve one-year terms. No limit will be set on the number of terms a member may serve.

Membership on the council will terminate when a/an

1. Elected parent no longer has a student enrolled in the school;
2. Elected teacher is two years removed from teacher of the year
3. Elected student no longer attends school as a student
4. Appointed community member, no longer lives/works in the school attendance zone;
5. Member has missed three consecutive scheduled meetings without proper notice to the chairperson or Principal;
6. Member has demonstrated an inability to fulfill her/his role on the IMS SIC due to lack of attendance or otherwise determined by the Chair;
7. Member submits a letter of resignation to the chairperson or Principal; or
8. Member is elected to the Board of Trustees of School District Five of Lexington and Richland Counties.

A replacement will be appointed by the Chair in the event that one of the above situations occurs. The replacement will not serve a full term, but finish the term of the person they replaced. A vacancy occurring during the last three months of the school year may go unfilled with the approval of the IMS-SIC.

## **Article VI**

### **Officers**

The officers of the SIC will consist of a chairperson, vice-chairperson, and secretary. These positions may be held by any parent, teacher, community member or student. Ex-officio members are not eligible to be an officer. Officers will be elected annually by the SIC membership and will serve one-year terms. An individual can serve no more than two consecutive terms as SIC Chairperson. No term limits shall be placed on the positions of Vice-chairperson and Secretary.

## **Article VII**

### **Duties of Officers**

The Chairperson will preside at all meetings and have general supervision of the activities of the IMS SIC. 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, will prepare an agenda for all council meetings, arrange for the agenda to be provided to each member at least 48 hours before each meeting, and have the authority to modify the agenda if it is determined to be in the best interest of the council's work.

The Vice-Chairperson will exercise all functions in the absence of the chairperson and assist the chairperson as needed.

The Secretary is responsible for:

1. Keeping a full and accurate account of the proceedings and transactions of all the IMS SIC meetings;
2. Recording attendance at each IMS SIC meeting;
3. Providing a copy of the minutes to the members, and arranging to have the approved minutes posted to the IMS Website;
4. Preparing any official correspondence that the chairperson may request;
5. Maintaining the council file in the school's administrative office containing copies of all the approved minutes, SIC correspondence, the annual Report to the Parents, the latest School Report Card, the current year's portion of the schools Five Year Plan, and the current IMS SIC Bylaws: and
6. Maintain a list of the SIC members with current telephone number, email address and mailing addresses.

## **Article VIII**

### **Meetings**

The council will meet monthly or as directed by a vote of the IMS SIC. They will meet at least 8 times annually. Special called meetings may be called by the Chair or Principal as long as all members are notified of the meeting at least 24hrs in advance.

All council meetings are open to the public and anyone showing interest in the council and its activities will be encouraged to attend.

The principal or designee will be scheduled on the agenda to share information on school activities, successes and concerns.

## **Article IX**

### **Voting**

A simple majority vote will be sufficient if voting becomes necessary. Absentee ballots or proxy voting will not be permitted. All members except Ex-officio members will have one vote. Ex-officio members will not vote.

## **Article X**

**Training**

SIC members can attend school improvement council training workshops sponsored by the district office, the Professional Development Section of the State Department of Education, or the SC-SIC in the University of South Carolina's College of Education.

Training and technical assistance is available from the district, the State Department of Education, and on the SC-SIC webpage as [sic.sc.gov](http://sic.sc.gov).

**Article XI****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.