

Academic Magnet High School School Improvement Council Bylaws*

Article 1

NAME OF ORGANIZATION

Academic Magnet High School (hereinafter referred to as AMHS) School Improvement Council (hereinafter referred to as the SIC)

Article 2

PURPOSE

The purpose of the AMHS SIC will be to:

1. Assist in the development, implementation, and evaluation of the five-year school improvement plan (also known as the school renewal plan or strategic plan);
2. Assist in the preparation of yearly strategic plan updates;
3. Write the required "SIC Report to Parents" ("the report") which provides information on the school's progress in: a) implementing the strategic plan and b) meeting school and district goals and objectives;
4. Ensure distribution of the report to the AMHS community by April 30 as required by law;
5. Prepare the annual 425-word narrative for the School Report Card in conjunction with the principal;
6. Provide advice on the use of school incentive award expenditures (if allocated by the legislature and awarded to the school);
7. Serve as a liaison between the school, school organizations, the community, and the local school board by collecting and disseminating pertinent information; and
8. 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 the powers and duties reserved by law or regulation to the local school board.

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Article 3

REPRESENTATION AND MEMBERSHIP

1. Up to six parents will be elected by parents. They shall serve two-year terms.
2. Three teachers will be elected by the teachers. They shall serve two-year terms.
3. Two students elected by the student body. They shall serve two-year terms.
4. Three representatives from the greater school community will be appointed by the principal. The appointment will be made from the non-parent portion of the community; criteria for selection will include commitment to furthering AMHS and SIC goals, as well as other variables important to school. These appointments shall be for one-year.
5. Ex-officio members of the SIC will include: the principal, immediate past chairperson of the SIC, PIE President, and Booster Club President. The SIC can vote to add offices/positions to the ex-officio membership category.
6. A ratio of two-thirds elected members to one-third appointed members will be maintained as mandated by state law, excluding ex-officio membership.

All elected and appointed members will have one vote. Absentee ballots or proxy voting will not be permitted.

ARTICLE 4

ELECTION AND APPOINTMENT PROCEDURES

Elections will be held no later than October 15 of each year, and SIC members will assume their responsibilities immediately. The principal will make appointments to the council in consultation with the elected members by September 30 for the current school year and/or as needed to maintain a balance of elected to appointed members.

Information about the upcoming elections of parent representatives will be printed in the school newsletter and other means of communication as needed.

A ballot will be available to all parents/guardians of every student. Ballots will be counted by outgoing SIC members and retained at the school for one year by the council secretary.

Teacher representatives to the SIC will be elected by the faculty during a regularly scheduled faculty meeting prior to the end of the year.

Student representatives to the SIC will be elected by the student body during elections held for class officers.

The names and addresses of all SIC members will be forwarded to the district's SIC contact within 30 days following the elections.

The names and contact information of all SIC members will be published in the school newsletter as soon as possible after the election. The names and contact information of appointed members will be published in the newsletter as soon as possible after the appointments are made.

Article 5

TENURE

All elected and appointed members of the council will serve two-year terms. The terms are to be staggered. Ex-officio members will serve by virtue of the office they hold which is to be designated to be on by the council.

No limit will be set on the number of terms a member may serve.

The SIC shall 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. Committees may be created by majority vote of the SIC members.

Membership on the council will terminate when a member:

1. No longer has a child enrolled in the school;
2. No longer holds a teaching position in the school;

3. Has missed three consecutive scheduled meetings without proper notice to the chairperson;
4. Submits a letter of resignation to the chairperson; or
5. Is elected to the district school board.

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 votes in the most recent election. In the case of an appointment member, the principal will select a replacement. In both situations, the replacement will finish the term of the person being replaced.

Article 6

OFFICERS

The officers of the AMHS SIC will consist of:

A chairperson, vice chairperson, and secretary.

The officers will be elected annually by a quorum (see Article 9) at either the last SIC meeting of the academic year for the succeeding year or the first SIC meeting of the academic year for the current academic year. At no time will these positions be held exclusively by teachers nor exclusively by parents. Ex-officio members are not eligible to be officers of the council nor to vote for the SIC officers.

Article 7

DUTIES OF THE OFFICERS

The chairperson will preside at all meetings and have general supervision of the activities of the SIC. The chairperson will work with the principal in planning and directing SIC activities, including monitoring committee progress.

The chairperson will prepare an agenda for all SIC meetings and ensure that the agenda will be sent to all council members at least one week prior to the meeting. The chairperson retains the right to modify the agenda if it is determined to be in the interest of the council and direct the pace of the meeting as best accomplishes the agenda. 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. The vice-chairperson will serve as chair of one of the standing committees, selected in collaboration with the chairperson.

The secretary is responsible for:

1. Keeping a full and accurate account of the proceedings and actions of all council meetings (minutes) and ensuring that each council member receives this information in a timely fashion following each meeting;
2. Preparing any official correspondence the chairperson may request;

3. Assisting in maintaining an SIC file in the school's administrative offices containing copies of all minutes, council correspondence, the annual school improvement report, the report to the parents, and the current council by-laws.
4. Maintaining a list of SIC membership with current telephone numbers, addresses, and (if available) email addresses.

Article 8

MEETINGS

The meeting calendar for the academic year will be determined annually at the initial meeting of the newly elected SIC. The SIC will hold at least eight regular meetings during the calendar year. Special meetings may be called by the chairperson or the principal as long as all council members are notified of the meeting at least 24 hours in advance. Committee meetings will be called as needed with at least one week's notice.

The first SIC meeting of the academic year will be held no later than September 30.

All SIC meetings are open to AMHS parents and teachers. Parents interested in voicing a concern or issue at an SIC meeting may request to be put on the agenda no later than ten days before the meeting date. The chairperson will time the agenda to ensure that council business is properly conducted and the persons scheduled to speak will have the opportunity to do so. The chairperson has the discretion to schedule a segment of the agenda for open comments from the public as needed and as time permits.

At meetings, the principal or designee will be scheduled on the agenda to present a report on school activities, successes, and concerns. Committee will provide reports as scheduled.

Article 9

VOTING

SIC decisions shall be made by voting. A simple majority will be sufficient for a vote on any issue if there is a quorum present. A quorum shall consist of a third or more SIC elected/appointed members.

Article 10

TRAINING

An orientation session will be held annually for all SIC members that includes information about SIC members roles and responsibilities. SIC members will be encouraged to attend any SIC training workshops sponsored by the district office and the South Carolina Improvement Council (SC-SIC) of the University of South Carolina's College of Education

Article 11

AMENDMENTS

The by-laws may be amended at any regular meeting of the council by a two-thirds vote of the voting members at said meeting. The proposed amendments must have been introduced at a

prior meeting, mailed or emailed to all SIC members, included in the minutes of that meeting, and listed on the agenda for the current meeting.