

LAKEWOOD HIGH SCHOOL

SCHOOL IMPROVEMENT COUNCIL BYLAWS

Draft for Review and Adoption

ARTICLE I — NAME

The name of this organization shall be the Lakewood High School School Improvement Council, hereafter referred to as the “SIC” or “Council.”

ARTICLE II — PURPOSE AND RESPONSIBILITIES

Section 1. Purpose

The purpose of the SIC is to serve as an advisory body to the principal and school community on matters related to school improvement, student achievement, educational opportunities, and the overall success of Lakewood High School.

Section 2. Responsibilities

The SIC shall:

1. Assist in developing the school's five-year School Improvement Plan and annual updates.
2. Monitor progress toward the goals and objectives of the School Improvement Plan.
3. Consult with the school on the family engagement portion of the School Reading Plan, as required by applicable law.
4. Prepare an annual SIC Report to the Parents.
5. Assist the principal with the narrative report for the annual South Carolina School Report Card.
6. Encourage meaningful collaboration among parents, students, teachers, administrators, and community members.
7. Identify school improvement priorities and recommend strategies to address them.
8. Promote communication between the school and the community.
9. Perform other advisory responsibilities consistent with applicable state law and district policy.

ARTICLE III — MEMBERSHIP

Section 1. Composition

The SIC shall consist of the following representatives:

- **Parents:** At least two parents elected by parents or guardians of students enrolled at Lakewood High School.
- **Teachers:** At least two teachers elected by teachers assigned to Lakewood High School.
- **Students:** At least two students elected by students enrolled at Lakewood High School.
- **Community Members:** Appointed community representatives, numbering at least one-half the total number of elected parent, teacher, and student representatives.
- **Ex-Officio Members:** The principal and any additional ex-officio representatives authorized by the Council's bylaws.

The Council may establish a membership larger than these minimums when needed to represent the school community effectively. The required ratio of elected to appointed members shall be maintained.

Section 2. Eligibility

Members shall meet the eligibility requirements applicable to their respective representative categories.

Parent representatives shall have a student enrolled at Lakewood High School. Teacher representatives shall be teachers assigned to the school. Student representatives shall be enrolled students. Community representatives shall have a demonstrated interest in supporting the school and its students.

Section 3. Elections

Parent, teacher, and student representatives shall be elected by their respective constituent groups through a fair and open process.

The SIC shall establish and publicize election procedures, nomination deadlines, voting methods, and election dates.

Section 4. Community Appointments

Community representatives shall be appointed by the principal in accordance with applicable South Carolina SIC requirements.

Section 5. Terms of Office

Elected members shall serve terms of at least two years, consistent with applicable state requirements. Terms should be staggered when practicable to maintain continuity.

The Council shall establish procedures for the terms and replacement of appointed members.

Section 6. Vacancies

A vacancy shall be filled using the same selection method applicable to the vacant position. A replacement shall serve the remainder of the unexpired term, subject to applicable requirements.

Section 7. Attendance

Members are expected to attend scheduled meetings regularly and participate in Council activities.

The Council shall establish an attendance and replacement procedure consistent with applicable state requirements and adopted policies.

ARTICLE IV — OFFICERS AND DUTIES

Section 1. Officers

The officers of the SIC shall include:

1. Chairperson
2. Vice Chairperson
3. Secretary

The Council may establish additional officer positions as needed.

Section 2. Election of Officers

Officers shall be elected annually by the eligible elected and appointed members of the Council. Ex-officio members shall not vote in the election of officers where prohibited by applicable SIC requirements.

Section 3. Chairperson

The Chairperson shall:

1. Preside over SIC meetings.
2. Develop meeting agendas in collaboration with the principal and Council members.
3. Coordinate Council activities and committee work.

4. Ensure that the Council addresses its required responsibilities.
5. Represent the SIC in communications and activities authorized by the Council.
6. Work collaboratively with the principal and school community.
7. Ensure that meeting procedures and applicable public-meeting requirements are followed.

Section 4. Vice Chairperson

The Vice Chairperson shall assist the Chairperson and perform the Chairperson's duties when the Chairperson is absent or unable to serve.

Section 5. Secretary

The Secretary shall:

1. Record meeting minutes.
2. Maintain attendance records.
3. Maintain approved agendas, minutes, and other Council records.
4. Assist with meeting notices and public documentation.
5. Distribute approved minutes and other records as required.
6. Assist in maintaining accurate membership information.

Section 6. Removal or Resignation of Officers

An officer may resign by providing written notice to the Council. An officer may be removed or replaced in accordance with procedures adopted by the Council and applicable law.

A vacancy in an officer position shall be filled by an election of eligible Council members.

ARTICLE V — MEETINGS

Section 1. Regular Meetings

The SIC shall establish a regular meeting schedule at the beginning of each school year and publicize it to the school community.

The Council should hold at least eight meetings during the school year as a recommended practice, subject to applicable requirements and scheduling needs.

Section 2. Special Meetings

Special meetings may be called by the Chairperson, the principal, or a majority of the Council's voting members.

Notice of special meetings shall be provided in accordance with applicable law and adopted procedures.

Section 3. Public Meetings

SIC meetings shall be conducted in compliance with the South Carolina Freedom of Information Act and other applicable public-meeting and records requirements.

Meeting notices, agendas, minutes, and other required information shall be made available as required by law.

Section 4. Agendas

A written agenda shall be prepared for each meeting and made available in accordance with applicable public-notice requirements.

Members may submit agenda items to the Chairperson before the meeting. The Council shall follow applicable requirements governing changes to posted agendas.

Section 5. Minutes

Minutes shall document meeting dates, attendance, topics discussed, motions, votes, and other actions taken.

Minutes shall be approved by the Council and maintained as public records in accordance with applicable requirements.

Section 6. Order of Business

A regular meeting may follow this order:

1. Call to order
2. Attendance and determination of quorum
3. Approval of previous minutes
4. Principal's report
5. Committee reports
6. School improvement plan review
7. Old business
8. New business
9. Public comments, when scheduled
10. Announcements and next meeting date
11. Adjournment

The Chairperson may adjust the order of business as appropriate and consistent with applicable meeting requirements.

ARTICLE VI — QUORUM AND VOTING

Section 1. Quorum

A quorum shall consist of a majority of the SIC's voting membership, unless applicable law or an approved Council policy requires otherwise.

No official Council vote shall be taken without a quorum.

Section 2. Voting

Each eligible voting member shall have one vote. Voting shall be conducted openly unless a different procedure is required or permitted by applicable law.

Unless otherwise specified in these bylaws or applicable law, motions shall be approved by a majority of eligible voting members present when a quorum exists.

Section 3. Ex-Officio Members

The principal and other ex-officio members shall participate in Council discussions and provide information to support school improvement.

Their voting privileges shall be determined in accordance with applicable law and Council-approved bylaws. Ex-officio members shall not vote in officer elections where prohibited by applicable requirements.

Section 4. Advisory Role

The SIC serves in an advisory capacity. It does not replace the authority or responsibilities of the principal, school district, or school board.

Recommendations shall be communicated to the principal and other appropriate district representatives.

ARTICLE VII — COMMITTEES

Section 1. Establishment

The SIC may establish standing or ad hoc committees to address school improvement priorities.

Committees may be organized around goals in the School Improvement Plan, student achievement, family engagement, school climate, community partnerships, or other relevant areas.

Section 2. Committee Membership

Committee membership may include SIC members and other interested individuals from the school community, subject to applicable requirements.

The SIC shall designate a chairperson for each committee.

Section 3. Committee Responsibilities

Committees shall:

1. Examine assigned school improvement issues.
2. Gather relevant information.
3. Develop recommendations for consideration by the SIC.
4. Report findings and progress to the Council.
5. Support implementation and monitoring of approved advisory initiatives.

Committees shall comply with applicable public-meeting requirements.

ARTICLE VIII — SCHOOL IMPROVEMENT PLANNING AND REPORTING

Section 1. School Improvement Plan

The SIC shall assist in preparing and reviewing the school's School Improvement Plan and annual updates.

Section 2. Monitoring Progress

The Council shall review relevant information concerning school improvement goals and make recommendations to support progress.

Section 3. Annual Report to Parents

The SIC shall prepare an annual Report to the Parents describing its activities, accomplishments, and contributions to school improvement. The report shall be distributed and submitted by applicable deadlines.

Section 4. School Report Card

The SIC shall assist the principal with the narrative report for the annual South Carolina School Report Card, as required.

Section 5. Communication

The SIC shall communicate its activities and recommendations to parents, students, school staff, and community members through appropriate school-approved channels.

ARTICLE IX — FINANCIAL AND ADMINISTRATIVE MATTERS

Section 1. Financial Limitations

The SIC is an advisory council and shall not operate as an independent financial entity, maintain its own bank account, or independently handle funds.

Any grants or donations requested in support of school improvement shall be directed to the school, district, PTA/PTO, or another authorized organization, as appropriate.

Section 2. Records

The SIC shall maintain appropriate records, including membership lists, meeting agendas, minutes, annual reports, and other required documents.

Records shall be retained and made available in accordance with district procedures and applicable law.

Section 3. Conflict of Interest

Members shall disclose relevant conflicts of interest and follow applicable district policies and legal requirements. Members shall act in the best interests of Lakewood High School and its students.

ARTICLE X — PARLIAMENTARY AUTHORITY

The SIC may use a recognized parliamentary procedure, such as *Robert's Rules of Order*, to guide its meetings when applicable and when consistent with these bylaws, South Carolina law, and district policy.

The Chairperson shall promote fair discussion, orderly consideration of motions, and respectful participation by all members.

ARTICLE XI — AMENDMENTS

These bylaws may be amended by a two-thirds vote of eligible voting members present at a meeting where a quorum exists, provided that the proposed amendment has been distributed to members in advance and proper notice has been given.

No amendment shall take effect until it has undergone any review or approval required by South Carolina SIC guidance, applicable law, or district policy.

Any newly written bylaws shall be submitted to the South Carolina School Improvement Council for review before taking effect, as recommended by SC-SIC guidance.

ARTICLE XII — ADOPTION

These bylaws shall become effective upon approval by the Lakewood High School SIC membership and completion of any required review or approval process.

Adopted on: _____

SIC Chairperson: _____

Principal: _____

Secretary: _____

Date of SC-SIC Review, if applicable: _____

Date of Any Required District Approval: _____