

**SPRINGFIELD MIDDLE
SCHOOL IMPROVEMENT COUNCIL
BYLAWS**

ARTICLE I – Name of Organization

The name of this organization will be Springfield Middle School Improvement Council.

ARTICLE II – Purpose

The purpose of Springfield Middle School Improvement Council will be to:

- Assist in the preparation, implementation and evaluation of the five-year comprehensive school improvement plan;
- Assist with the development and monitoring of school improvement and innovation and to provide input on school curriculum;
- Provide advice on the use of school report card award and the school budget;
- Serve as a liaison between the school, school organizations, the community and the local school board by collecting and disseminating information about the school improvement; and
- 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 any powers and duties reserved by law or regulation to the local school board.

ARTICLE III – Representation and Membership

Springfield Middle School Improvement Council will be composed of a minimum of nine members:

- At least three parents of students in the school elected by the parents of the students enrolled in the school;
- At least two teachers from the school elected by the faculty;
- At least two representatives may be appointed by the principal. The appointments could include persons from the community to balance the council membership in terms of race, age, sex, geography, non-parent taxpayers or other variables;
- Ex-officio members will include PTA President, Athletic Booster Club President, Student Body President and Student Body Vice-President.

Each member will have one vote and absentee ballots or proxy voting will not be permitted.

ARTICLE IV – Election and Appointment Procedures

Elections will be held within the first month of each school year and council members will assume their responsibilities immediately. The principal will make appointments within 14 days of the elections.

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ARTICLE IV – Election and Appointment Procedures (continued)

Information about the upcoming election of parent representatives will be sent to parents prior to the opening of school along with the nomination form. Parents will receive a ballot for each student and will vote for the designated number of parent representatives.

Ballots will be returned to the school. The ballots will be counted and will be retained for one year by the school secretary.

Teacher representatives to the council will be elected by the faculty during a regularly scheduled faculty meeting.

The names and addresses of all council members will be forwarded to the School Improvement Council Assistance (SICA) at the University of South Carolina within 30 days following the elections.

The names of all council members will be published in the first school newsletter following the elections.

ARTICLE V – Tenure

All elected and appointed members of the council will serve two-year terms. The terms are to be staggered. Ex-officio will serve one-year terms.

A member may serve no more than two consecutive terms.

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.

Elected membership on the council will terminate when members:

- No longer have a student enrolled in the school or no longer live in the school attendance zone;
- No longer hold a teacher position at the school;
- Have missed three consecutive scheduled meetings without proper notice to the chairperson; or
- Submit a letter or resignation to the chairperson.

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 number of votes in the most recent election. In the case of an appointed member, the principal will select a replacement. The replacement will not serve a full term, but finish the term of the person replaced.

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ARTICLE VI – Officers

The officers of Springfield Middle School Improvement Council will consist of a chairperson, vice chairperson and secretary. The officers will be elected annually during the first council meeting of each academic year. Ex-officio members are not eligible to be an officer of the council.

ARTICLE VII – Duties of Officers

The chairperson will preside at all meetings and have general supervision of the activities of the council. 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 mailed or emailed to each member prior to 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 chairperson will appoint temporary or standing committees as needed and serve as an ex-officio member of all committees.

In the absence of the chairperson, the vice chairperson will assume the duties of the chairperson.

The secretary is responsible for:

- Keeping a full and accurate account of the proceedings and transactions of all council meetings;
- 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;
- Preparing any official correspondence that the chairperson may request;
- 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;
- Maintaining a listing of the council membership with current telephone numbers and addresses;
- Keeping accurate attendance records of all meetings; and
- Notifying an assistant to keep a full and accurate account of each meeting, if unable to attend.

ARTICLE VIII – Meetings

The council will meet a minimum of six meetings during the school year. 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.

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ARTICLE VIII – Meetings (continued)

A simple majority of the council membership will constitute a quorum if at least five members are present. Decision shall be made by vote following general discussion. 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 no later than seven days before the meeting date.

ARTICLE IX – Technical Assistance and Training

An orientation session will be held annually for all council members that includes information about council roles, responsibilities and functions as well as information on school and local district policies and procedures. Council members may attend school improvement council training workshops sponsored by the district office or the School Improvement Council Assistance (SICA).

The principal will share information on school activities, successes and concerns with council members. District personnel will provide information on policies, procedures, budget and other information as needed for the council to fulfill its responsibilities.

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.