

Stone Academy School Improvement Council Bylaws - 2009

Article I

Name of Organization

The name of this organization will be the Stone Academy School Improvement Council (hereinafter referred to as the Stone Academy SIC.)

Article II

Purpose

The purpose of the Stone Academy School Improvement Council will be to:

1. Assist in the preparation, implementation, and evaluation of the 5-year comprehensive school improvement plan.
2. Assist in the preparation of yearly plan updates.
3. Develop an annual school report to the parents of the school and community leaders by April 30 of each year to provide information on the school's progress in meeting the school and district goals and objectives.
4. Provide advice on the use of school incentive grant awards.
5. Serve as a liaison between the school, school organizations, the community and the local school board by collecting and disseminating information about school improvement.
6. Provide other assistance that the principal may request as well as carrying out any other duties prescribed by the local school board.
7. Prepare the 425-word narrative for the School Report Card, in conjunction with the principal.

The council will not have any of the powers and duties reserved by law or regulation to the local school board.

Article III

Representation and Membership

The Stone Academy School Improvement Council will be composed of at least:

1. Three parents of students in the school who will be elected by the parents of the students enrolled in the school.
2. Three teachers from the school who will be elected by the faculty.
3. Three representatives from the greater school community will be appointed by the principal. The appointments will be made from the non-parent portion of the community with attention to the representation on the council in terms of race, age, sex, geography, non-parent tax payers or others variables important to the school.

4. A ratio of two-thirds elected members to one-third appointed members will be maintained as mandated.
5. The principal will serve as an ex-officio member of the council. At least three additional ex-officio members will serve on the council including, but not limited to, the following positions: the president(s) of the parent teacher organization, the immediate past chairperson of the SIC, the Teacher of the Year or his or her designee, and a business partner. If the leadership of any of the named organizations or positions is unable to serve, an appropriate representative will be named by the organization sending the representative.
6. All members (including ex-officio members) will have one vote and absentee ballots or proxy voting will not be permitted.

Article IV

Election and Appointment Procedures

Elections will be held no later than the month of May of each year, and council members will assume their responsibilities at the end of the school year immediately completed. 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 election of parent representations will be printed in the school newsletter and other means of communication as needed. Nominees will be asked to attend the spring parent teacher organization meeting where they will be introduced as candidates.

A simple majority vote will be cast by all parent/guardians of enrolled students at the spring parent teacher organization meeting for elections. If needed, a ballot box will be available the day following the meeting for use by parents who were unable to attend the meeting. Ballots will be counted by the outgoing SIC members and retained at the schools for one year by the council secretary if a ballot is needed.

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

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

The names and contact information of all council 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. The names and contact information of all council members will be repeated in the first school newsletter at the beginning of the school year.

Article V

Tenure

All elected and appointment 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 designated to be on the council..

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

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.

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 at 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 following will occur. In the case of an elected member, the chairperson, in consultation with the vice chairperson and secretary, will appoint a replacement unless the election used ballots due to the closeness of votes. In this case, the person with the next highest number of votes in the most recent election will be selected. In the case of an appointed member, the principal will select a replacement. In both situations, the replacement will finish the term of the person being replaced.

Article VI

Officers

The offices of the Stone Academy SIC will consist of a chairperson, vice chairperson, and secretary. The offices will be elected annually by the full council membership in the first council meeting of each academic year. At no time will these positions be held exclusively by all parents or teachers. Ex-officio members are not eligible to be an officer of the council nor to vote for the SIC officers.

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 to each member the week of each meeting. The chairperson will 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 task forces.

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 which will be selected in collaboration with the chairperson.

The secretary is responsible for:

1. Keeping a full and accurate account of the proceedings and transactions 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 that the chairperson may request;
3. Assist in maintaining a council file in the school's administrative office containing copies of all minutes, council correspondence, the annual school improvement report, the annual summary report and the current council bylaws;
4. Maintaining a listing of the council membership with current telephone numbers, addresses and email addresses.

Article VIII

Meetings

The meeting calendar for the academic year will be determined annually at the initial meeting of the newly elected council. The council will hold at least eight regular meetings during the calendar year. Special meetings may be called by the principal or chairperson 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 council meeting of the academic year will be held no later than September 30.

All council meetings are open to the public and anyone showing an interest in the council and its activities will be encouraged to attend. Person interested in presenting at the council meeting may request to be put on the agenda no later than 7 days before the meeting date. The chairperson will time the agenda to ensure that council business is properly conducted and that persons scheduled to speak will have the opportunity to do so. The chairperson has the option 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 share information on school activities, successes and concerns. Committees will provide reports as scheduled.

Article IX

Voting

Wherever possible, council decisions should be made by consensus. If voting becomes necessary, a simple majority will be sufficient for a vote on any issue. A simple majority of the council membership will constitute a quorum if at least one parent and one teacher are present.

Article X

Training

An orientation 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 will be encouraged to attend SIC training workshops sponsored by the district office, or the South Carolina School Improvement Council (SC-SIC) of the University of South Carolina's College of Education.

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.

Original bylaws passed by the Stone Academy SIC on November 8, 2000

Amendments passed on April 2, 2009