

# **Harbison West Elementary School School Improvement Council Bylaws**

## **ARTICLE I**

### Name of Organization

The name of this organization will be the Harbison West Elementary School (HWES) Improvement Council.

## **ARTICLE II**

### Purpose

The purpose of Harbison West Elementary School Improvement Council will be to:

- Assist in the preparation, implementation, evaluation, and yearly updates to the 5-year comprehensive school improvement plan;
- Assist with the development and monitoring of school improvement and innovation;
- Develop an annual school report to the parents and constituents of the school by to provide information on the school's progress in meeting the school and district goals and objectives;
- Provide advice on the use of school incentive grant awards,
- Serve as a liaison between the school, school organizations, the community, and local school board by collecting and disseminating information about 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 of the powers and duties reserved by law or regulation to the local school board.

## **ARTICLE III**

### Representation and Membership

The Harbison West Elementary School Improvement Council will be composed of at least 11 members.

- It is required that five parents of students in the school elected by the parents of the students enrolled in the school.
- It is required that two teachers from the school elected by the faculty.
- It is required that the Principal/Council appoint four representatives. The appointments should include persons from the school and community to balance the Council membership in terms of race, gender, geography, grade level representation, and other variables.
- While up to five ex-officio members may be invited to participate in HWES SIC, such as the president of the PTO (Parent Teacher Organization), immediate past president of the SIC, business partner or other designee.

However, it is required the Principal participate as one of the ex-officio members.

Each member (including ex-officio members) will have one vote. Votes must be cast in person.

## **ARTICLE IV**

### Election and Appointment Procedures

Parent elections will be held no later than October 1 of each year. The specific date, time, and location that SIC nominations and elections are to be held will be determined by the SIC annually and publicized in advance within the school community. Upon public notification of an SIC election, parent nominations will require biographical information from each nominee and must be returned to the school within 10 school days. This biographical information will be printed and sent home to the parents of every student enrolled in the school. Teacher representatives to the Council will be elected by the faculty during a regularly scheduled faculty meeting by October 1.

The Principal will appoint community member representatives, in consultation with elected SIC members, no later than October 1 of each year. Council members will assume their responsibilities immediately upon their election or appointment.

The ballots will be counted by the Principal's designee.

The names and addresses of all Council members will be forwarded to the State SIC Office prior to November 15. The Principal or designee will amend annually the HWES SIC membership on the State SIC Member online network to comply with state law.

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

## **ARTICLE V**

### Tenure

All elected members of the Council will serve two year terms. To help assure some degree of continuity, staggered terms will be determined by lot. Appointed members will serve a one year term and are eligible for reappointment. Ex-officio members serve in their capacity by virtue of their office or position.

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.

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 teaching position at the school.
- Have missed three consecutive scheduled meetings without proper notice to the Chairperson;
- Submit a letter of resignation to the Chairperson; or
- Tenure has expired.

In the event of any of the above situations, the Chairperson will appoint, in the case of an elected member, the individual with the next highest number of votes in the most recent election shall fill the vacancy for the remainder of the term. In the case of an appointed member, the Chairperson, in consultation with the Principal and full SIC, will appoint another eligible parent or teacher as appropriate to fill the remainder of the term.

## **ARTICLE VI**

### Duties of Officers

The Chairperson will:

- preside at all meetings;
- have general supervision of the activities of the Council;
- facilitate the development of annual SIC goals, in consultation with the Principal and the full SIC;
- work with the Principal in planning and directing the activities of the Council including monitoring committee progress;
- in consultation with the principal, will prepare an agenda for all Council meetings;
- 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 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 prior to the next meeting.
- Preparing any official correspondence, the annual School Improvement Report, the annual Summary Report, and the current Council bylaws; and
- Maintaining a listing of the Council membership with current telephone numbers and addresses.
- Providing a copy of the monthly approved minutes to the HWES administration for posting online to HWES SIC website

## **ARTICLE VIII**

### Meetings

The Council will meet at least 8 times annually. 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.

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

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 must request to be put on the agenda.

## **ARTICLE IX**

### 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 will be encouraged to attend School Improvement Council training workshops sponsored by the State SIC Office, and District Office.

The Principal will share information on school activities, successes, and concerns with Council members.

Training and technical assistance is available from the district, the State Department of Education, and SICA.