

**Gilbert Primary School**  
**School Improvement Council By-Laws**  
*Revised 04-29-19*

**ARTICLE I**

Name of Organization

The name of this organization shall be the Gilbert Primary School Improvement Council.

**ARTICLE II**

The purpose of the Gilbert Primary School Improvement Council will be to:

1. Assist in the preparation, implementation, and evaluation of the comprehensive school improvement plan
2. Assist in the preparation of yearly plan updates
3. Assist with the development and monitoring of school improvement and innovation
4. Develop an annual school report to the parents and constituents of the school each year to provide information on the school's progress in meeting the school and district goals and objectives
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

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

**ARTICLE III**

Representation and Membership

By state law, every SIC must have at least four (4) different types of members: elected parents, elected teachers, appointed community members, and at least one ex-officio member who is the school principal. The Gilbert Primary School Improvement Council, in compliance with state law, will have at least two (2) elected parents, at least two (2) elected teachers, at least one ex-officio position for the current school principal, and half as many appointed members as the total number of elected members (2). There must always be twice as many elected members as appointed members (not including ex-officio members).

**ARTICLE IV**

Election and Appointment Procedures

1. SIC elections will be completed by October 15 each year. Council members will assume their responsibilities at the regularly scheduled SIC meeting at the end of October. Appointments will be made within fifteen (15) days of the election.
2. Within thirty (30) days following the election, the names and addresses of all council members shall be forwarded to the State Department of Education.
3. The names of all council members will be formally shared with the school and school community within thirty (30) days of elections and appointments along with a brief description of the council and its purpose.

## **ARTICLE V**

### **Tenure**

1. Elected members will serve a minimum term of two (2) years; the terms are to be staggered and determined by lot. Parents and students in their last year of enrollment may serve a one (1) year term only.
2. Appointed members will also serve a two (2) year term if able. Preference will be given to appointed members who are able to serve a two-year term.
3. The council may establish “ad hoc” standing committees when necessary, made up of teachers, parents, business leaders and other citizens for the purpose of studying and/or recommending strategies to the council. These ad hoc committees will not be permanent and will have no responsibilities beyond those outlined by the council when established.
4. Membership will terminate when members:
  - a. No longer have a child enrolled in the school or no longer reside in the school attendance zone.
  - b. No longer are in a teaching position at the school.
  - c. Have missed two (2) consecutive scheduled meetings without cause or proper notice to the principal.
  - d. Submit a letter of resignation to the principal.

## **ARTICLE VI**

### **Officers**

The officers of the Gilbert Primary School Improvement Council will consist of a chairperson, vice chairperson, and secretary. The officers will be elected annually by a majority of the 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.

## **ARTICLE VII**

### **Duties of Officers**

1. The Chairperson shall preside at all meetings and have general supervision of the affairs of the council. The principal is not eligible to hold the office of Chairperson.
2. The Vice Chairperson shall exercise all functions in the absence of the Chairperson. The Vice Chairperson will maintain a listing of membership with phone numbers, addresses, and attendance and will assist the Chairperson as needed.
3. The Secretary is responsible for (a) keeping a full and accurate account of the proceedings and transactions of all meetings of the council; (b) within one week of the last meeting, providing a copy of the minutes to the principal so they can be shared with the faculty, staff, and school community; (c) preparing any official correspondence that the Chairperson may request; (d) maintaining a “Council File” containing copies of all minutes, the School Improvement Report, the Summary Report, any council related information from the district/state, a current copy of the by-laws to all council members by the third meeting in the year.

## **ARTICLE VIII**

### **Meetings**

1. The council shall meet a minimum of eight (8) times during the school year with the principal at a place and time decided by the principal. Special meetings may be called by the principal as long as the chairperson is advised and all council members are notified of the meeting.
2. The first meeting will be called by the principal or the current chairperson within thirty (30) days of the elections and appointments.
3. An agenda will be provided by the chairperson in cooperation with the principal. For regular meetings, members will provide suggestions for the upcoming agenda at the end of each meeting. Agenda items can be added in an "emergency basis" when deemed necessary by the principal.
4. All council meetings are open to the public and anyone showing an interest in the council and its work will be encouraged to attend. There will be no closed meetings.

## **ARTICLE IX**

### **Training**

An orientation session will be held for all council members to include general information about roles, responsibilities, operations at the district and local school levels, and other related council responsibilities. The orientation will take place at the second meeting each year as planned by the chairperson and the principal

1. The council can meet as needed with the faculty each year to establish two-way communication and to get feedback on the existing status of the School Improvement Report.
2. Council members shall be apprised of local successes, concerns, and activities by the principal. Emphasis will be placed on gaining understandings of ongoing and new initiatives.
3. Technical assistance is available from the district, the School Council Assistance Project of the University of South Carolina and the School Improvement Section of the State Department of Education.

## **ARTICLE X**

### **Adoption**

These by-laws may be adopted by a two-thirds vote of the membership at a regular meeting of the council.

## **ARTICLE XI**

### **Amendments**

These by-laws may be amended at any regular meeting of the council by a two-thirds vote of those present provided that said amendments have been introduced at a prior meeting and included in the minutes of that meeting, and are represented officially on the agenda.

*Revised GPS SIC by-laws were amended and adopted on April 29, 2019 at a regularly scheduled SIC meeting. The proposed amendments were previously introduced at a prior meeting and were included in the minutes of that meeting and were represented officially on the agenda.*