

PROPOSED BY-LAWS FOR
ST. ANDREW'S CONSTITUENT SCHOOL BOARD #10

ARTICLE 1

Section 1: Purpose

The purpose for all actions of the Board shall be to promote the best interest of education for all students.

Section 2: By-Laws

- A. These by-laws are enacted to govern the actions of the St. Andrew's Constituent School Board District #10 of the Charleston County School District, hereinafter called "the Board". Such actions shall comply with both the laws of the United States of America and the State of South Carolina, and follow the policies of the Charleston County School District (hereinafter called CCSD).
- B. These by-laws may be amended by a majority vote of the Board membership.

ARTICLE 2

Section 1: Members

The Board shall consist of five (5) members elected at-large.

Section 2: Vacancy of office

Any vacancy due to the resignation, removal, or death of a member, shall cause the list of all applicants to be submitted from the St. Andrew's Board to the Charleston County Board of Trustees – who will appoint a person to fill the un-expired term.

ARTICLE 3

Section 1: Authority for Board duties

- A. The Board shall perform the duties as defined by S.C. State Law R472, S20 "An act to Create the School District of Charleston County" and all subsequent laws and amendments pertaining to Constituent School Boards in Charleston County.
- B. Perform duties as defined by CCSD policies.
- C. Board members are without authority to act independently.
- D. See attachment from Rosen & Rosen.

Section 2: Duties of the Board

The most notable duties of Article 3, Section 1, A and B include, but are not limited to:

- A. To exclude or expel pupils when the best interests of the school make it necessary.
- B. To designate school attendance zones within the constituent district.
- C. To approve or deny Intra and Inter District Student Transfer Requests in accordance with CCSD Policy.
- D. Approve the hiring and dismissal of teachers.
- E. Make annual recommendations to the Charleston County Board of Trustees relative to the educational affairs and needs of the district.
- F. When openings occur, interview and forward to CCSD Board of Trustees the names of the three (3) most qualified candidates for Principal and Assistant Principal.
- G. Keep accurate minutes.

ARTICLE 4

Section 1: Election of Officers

- A. Officers shall be elected annually at the first regularly scheduled meeting in November.
- B. Elected Officers shall be Chairperson, Vice-Chairperson, and Secretary.

Section 2: Duties of the Officers

- A. Chairperson
 - 1. Preside over all meetings of the Board and decide questions of order.
 - 2. Appoint all committees unless otherwise directed by the Board.
 - 3. Call for all special meetings.
 - 4. Keep members informed and represent the Board in deliberations with other Boards or agencies.
 - 5. Retain the same right as other members to make or second motions, to discuss questions, to vote thereon, and to offer questions.
 - 6. Sign all documents on behalf of the Board.
 - 7. Shall be ex-officio member of committees unless otherwise directed by the Board.
- B. Vice-Chairperson

Preside in the absence of the Chairperson and assume all the duties of the Chairperson during his/her absence.

C. Secretary

1. Sign the approved minutes of all meetings.
2. Keep the minutes of all meetings in the absence of the district secretary.
3. Draft correspondence as requested by the Chairperson.
4. Assumes the duties of the Chairperson or Vice-Chairperson in his/her absence.

Section 3: Duties of all Board Members

- A. Read and familiarize themselves with materials sent or given prior to meetings.
- B. Expedite any and all duties or assignments given them by the Chairperson or the Board.

ARTICLE 5

Section 1: Meeting Times

- A. Regular meetings shall be held on the first and third Thursday of each month from August until June.
- B. Called meetings are held by order of the Chairperson, or by majority vote of the Board.
- C. Unless declared as an emergency session, all meetings shall be posted 24 hours before the meeting time.
- D. Meetings are regularly scheduled to begin at 6:00 P.M. unless publicized otherwise.

Section 2: Meeting Location

Meetings shall be held in the District Office unless otherwise announced. Meetings will be moved to a larger facility as needed.

Section 3: Quorum

A quorum consists of a majority of the members. When a quorum is not present, the Board may act as a committee making recommendations to the full Board.

Section 4: Agenda

- A. The agenda shall be prepared by the Associate Superintendent or whom ever is designated by the Superintendent with consultation with the Chairperson, if needed.
- B. All discipline cases must receive at least five (5) days notice before being placed on the agenda.

- C. Request by a person or group to make a formal presentation to the Board which would require more than five (5) minutes, must be made in writing to the Chair via Associate Superintendent and will be scheduled at the discretion of the Board. Such a request must include the name of the individual or spokesman if a group, nature of the report, request, or complaint, and estimate of approximate time required for the presentation.

Section 5: Non Agenda

- A. Access to the Board is assured by allowing up to 6 persons no more than five (5) minutes per individual to address the Board by “signing in” on a sheet available before the beginning of each meeting. Up to the first thirty (30) minutes of each Board meeting may be so allocated. The time limits may be altered by the Chairperson or a majority vote of the Board.

Section 6: Open Meetings

- A. All regular meetings shall be open to the public.
- B. All items on the agenda will be addressed.
- C. Comments from members of the audience will only be by permission of the chairperson or majority vote of the Board.
- D. Visitors may not question guest speakers without permission from the chairperson.

Section 7: Citizen Appearance Before the Board

- A. Requests for appearance must be as per Section 4, (C) or Section 5, (A) above.
- B. All agenda items, motions, declarations, discussions, debates and statements shall be related to school business only.

Section 8: Executive Session

- A. Those items referred to on page 9, section 30-40-70 of the “Freedom of Information Act” (See Attachment) shall be heard only in Executive Session.
- B. Any parent/special conservator who wishes to have a case heard in open session must do so in writing to the Chairperson or Associate Superintendent.

Section 9: Meeting Procedures

All meetings shall be conducted according to “Roberts Rules of Order”.