

Hilton Head Island High School School Improvement Council Bylaws

*Approved and Adopted: April 30, 2020
(Revised/Amended: April 25, 2020)*

ARTICLE I

NAME OF ORGANIZATION

The name of the organization is the Hilton Head Island High School School Improvement Council (SIC) (Council).

ARTICLE II

PURPOSE

(A.) The Purpose of the Hilton Head Island High School Improvement Council is to:

- (1.) Assist in the development, implementation, monitoring, and evaluation of the 5-year comprehensive School Improvement Plan;
- (2.) Assist in the preparation of the yearly Plan updates;
- (3.) Assist the school with the development and monitoring of school improvement programs (Read to Succeed School Reading Plan as required by the Read to Succeed Act);
- (4.) Write the annual *SIC Report to the Parents*, which is to be distributed no later than April 30 of each year;
- (5.) Prepare, together with the Principal, the annual narrative for the *SC School Report Card*;
- (6.) Provide advice on the use of school incentive expenditures (if allocated by the SC legislature and awarded to the school);
- (7.) Serve as a liaison between the school, school organizations, the community, and the local Board of Education by collecting and disseminating information about school improvement;
- (8.) Provide other assistance as requested by the Principal or local school board.

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

ARTICLE III

NUMBER AND TYPE OF SIC MEMBERS AND VOTING

(A.) The Hilton Head Island High School Improvement Council will be composed of the following representatives:

(1.) Parents: A minimum of eight parents of students enrolled in the school elected by the parents of the students enrolled in the school, two of which will be rising 9th grade parents when possible.

(2.) Students: A minimum of three students to be elected by the student body. A maximum of six students will be allowed. If necessary, to better reflect the student population, two students may be appointed by the Principal and will serve as ex-officio members.

(3.) Teachers: A minimum of two teachers with a maximum of four teachers assigned to the school elected by the faculty ***that will represent the various departments and grade levels in the school.***

(4.) Community Representatives: A minimum of four members of the local community appointed by the Principal. The appointments may include a business partner and other persons from the community. The Principal will make these appointments from the *non-parent portion of the community* and will strive to make appointments that reflect the diversity of the student body and the local community.

(5.) Ex-officio Members:

(a.) will include the Principal, Assistant Principals, the President of the PTSO (Parent Teacher Student Organization), and the Teacher of the Year.

(b.) The past SIC Chair will be allowed to serve as an ex-officio member (if he/she chooses to serve) as long as he/she still has a student attending the school.

(c.) If an individual holding an ex-officio position is unable to serve on the SIC for any reason, an appropriate substitute shall be named by the organization that individual represents.

(B.) Additional ex-officio positions other than those specifically listed above may only be created by the SIC through a properly adopted amendment to these bylaws.

(C.) The SIC membership shall at all times be made up of a total of twice as many elected members as appointed members as is required by South Carolina state law. Ex-officio members are not counted in this calculation.

(D.) VOTING

(1.) Each elected and appointed member of the SIC will have one vote.

(2.) The Principal (as an ex-officio member) will also have one vote.

(3.) All other Ex-officio members will have a voice, but no vote.

(4.) No absentee ballots or proxy voting will be permitted.

ARTICLE IV

SIC DECISION MAKING

- (A.) Whenever possible, the SIC will make decisions by consensus. If voting is necessary, a simple majority vote will be sufficient to constitute an action of the SIC.
- (B.) Quorum: A simple majority of the voting members of the Council will constitute a quorum as long as at least:
one parent, one teacher and one student representative are present.

ARTICLE V

NOMINATION AND ELECTION AND APPOINTMENT PROCEDURES

- (A.) Nominations and elections to the SIC for parents will be held in the spring for the following school year. Open Council seats will be elected from the current high school's parents and rising freshman parents. Rising freshmen parents from the middle school will be enlisted. At least one rising freshman parent will be represented on the Council.
- (B.) The current SIC, in consultation with the Principal, will develop and approve procedures for parent nominations and elections that are fair and encourage participation by all parents. These procedures will be publicized in advance within the school community.
- (C.) A call for candidates will be included in the general communication through the Principal's communications.
- (D.) Newly elected parent members for the next school year will be seated on the SIC and requested to attend the last SIC meeting of the current school year.
- (E.) The faculty will elect teacher representatives to the Council during a regular scheduled faculty meeting, preferable the first meeting of the school year in August.
- (F.) The Principal will appoint community member representatives to the Council prior to the first meeting of the school year.
- (G.) The student representatives will be nominated and elected at the same time the school's elections are held for Student Government. Student SIC positions will be listed separately on the ballot and will be in addition to the positions elected for Student Government.
- (H.) All Council members will assume their responsibilities immediately upon their election or appointment.

ARTICLE V

NOMINATION AND ELECTION AND APPOINTMENT PROCEDURES (Cont'd)

(I.) The SIC will keep the results of the SIC parent, teacher and student elections on file (including the vote totals for all candidates) for a period of at least two years.

(J.) In order to comply with SC state law requirements, the Principal or his/her designee will enter the names and contact information for the current school year's SIC members into the on-line *SC-SIC Member Network* no later than November 15.

(K.) The SIC Chairperson will ensure the names of all SIC members will be published in the first PTSO Newsletter following the elections and maintained on the school's website.

ARTICLE VI

TERMS OF OFFICE AND MEMBERSHIP TERMINATION AND VACANCIES

(A.) All elected members of the Council will serve a two-year term. The only exceptions would be a student who is elected as a senior, or a parent of a senior who will not have a student in the high school the following year, in which case the term would be one year.

(B.) Appointed members will serve a one-year term.

(C.) Terms will be staggered so that half of all SIC members terms will expire at the end of each school year.

(D.) No limit will be set on the number of terms an SIC member may serve.

(E.) Membership on the Council will terminate immediately upon the following:

(1.) A Parent representative no longer has a student enrolled in the school or no longer lives in the school attendance zone;

(2.) A Teacher representative no longer holds a teaching position at the school;

(3.) A Student representative is no longer enrolled in the school;

(4.) Any member has missed three consecutive scheduled meetings without proper notice to the Chairperson, or the member submits a letter of resignation to the Chairperson;

(5.) An elected or appointed member is elected to the District School Board.

(F.) In the event that an elected Parent, Teacher, or Student representative's membership terminates before the end of his/her term, the individual who received the next highest number of votes in the most recent election shall fill the vacancy for the remainder of the term. **(Continued next page.)**

ARTICLE VI

TERMS OF OFFICE AND MEMBERSHIP TERMINATION AND VACANCIES (Cont'd)

If for any reason such an individual cannot be identified, or is unwilling to serve, the SIC Chairperson, in consultation with the Principal, shall appoint another eligible parent, teacher or student as appropriate to fill the vacancy for the remainder of the term.

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.

ARTICLE VII

OFFICERS AND OFFICERS ELECTION AND OFFICERS TERMS OF OFFICE

(A.) Officers of the Hilton Head Island High School School Improvement Council will consist of: a Chairperson, Vice-Chairperson and Secretary. The SIC will elect these officers from among its elected and appointed members.

(B.) Officers Election and Terms of Office

(1.) The Chairperson will serve for one year and will be elected at the last Council meeting of the school year.

(2.) The Vice-Chairman and Secretary will serve for one year. The election of the Vice-Chairperson and Secretary will occur simultaneously during the first meeting of the new school year.

(3.) Any elected or appointed SIC member is eligible to run for SIC office.

(4.) However, at no time will exclusively all parents or teachers or students hold these positions. In the event this is not able to occur Council members from the elected or appointed representatives are eligible to be an officer.

(5.) Ex-officio members are eligible to be an officer of the Council with the exception of Principals.

(6.) Ex-officio members, including the Principal, are not eligible to vote in the election of SIC officers.

(7.) All officers are eligible to run for additional terms.

ARTICLE VIII

DUTIES OF OFFICERS

(A.) The Chairperson will:

(1.) Preside at all meetings and have general supervision of the activities of the Council;

(2.) Work with the Principal in planning and directing the activities of the Council including monitoring the Committee's progress;

(3.) In consultation with the Principal, prepare the agenda for all Council meetings and ensure that the agenda is sent to all Council members and posted publically in a timely manner, but no later than 24 hours prior to the meeting.

(4.) Retain the right to modify the agenda if it is determined to be in the best interest of the Council's work;

(5.) Appoint members to temporary or standing committees as needed and serve as an ex-officio member of all committees.

(B.) The Vice-Chairperson will:

(1.) Preside at all meetings in the absence of the Chairperson and assist the Chairperson as needed.

(C.) The Secretary is responsible for:

(1.) Keeping a full and accurate account of the proceedings and and actions of all Council meetings (i.e. the minutes);

(2.) Providing a copy of the minutes to the Council members, all faculty members, and other appropriate administrative staff within one week of the next meeting;

(3.) Preparing any official correspondence that the Chairperson may request;

(4.) Maintaining a Council file/notebook in the school's administrative office that contains copies of all past meeting agendas, meeting minutes, sign-in sheets of attendees, Council correspondence, the annual School Improvement Council's *Report to the Parents*, and the current Council's bylaws;

(5.) Maintaining a contact list of Council members that includes members' current emails, telephone numbers and addresses;

(6.) Posting on the school's website: the meeting agenda, the minutes, and a list of all current SIC members' names and emails.

ARTICLE IX

SIC COMMITTEES

(A.) Standing Committees: The SIC may establish, by a majority vote recorded in the meeting minutes, one or more standing committees as needed to assist in the efficient and effective operation of the Council.

(B.) Temporary Committees: The SIC may also establish, by a majority vote recorded in the meeting minutes, one or more temporary committee made up of teachers, parents, students, business leaders and other citizens to study specific issues and make recommendations to the Council.

An individual does not have to be an SIC member in order to serve as a temporary committee chairperson or member; however each temporary committee shall include at least one SIC member.

(C.) The SIC Chairperson will appoint the members of standing and temporary SIC committees and designate committee chairpersons.

(D.) Such standing and temporary committees shall regularly report and remain accountable to the full SIC and their scope of work shall be limited to that assigned to them by the full SIC.

ARTICLE X

MEETINGS

(A.) The first Council meeting of the academic year will be held preferable in August but no later than the third Thursday in September.

(B.) The Council will meet monthly in the School Media Center on the third Thursday of each month.

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.

The SIC Chairperson, Principal or committee chairperson may schedule committee meetings so long as reasonable advance notice is provided to all committee members.

(C.) The schedule of regular SIC meetings will be posted on the school's website, included in the monthly school calendar and/or otherwise posted in a prominent location in the school.

(D.) 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 submit a request to the SIC Chairperson or Principal to be put on the agenda no later than seven days before the meeting date.

ARTICLE X
MEETINGS (Cont'd)

(E.) The Chairperson will time the agenda to ensure Council business is properly conducted and that persons scheduled to speak 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 time permits.

ARTICLE XI

TRAINING

(A.) 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.

(B.) Council members will also attend School Improvement Council training workshops conducted by the South Carolina School Improvement Council (SC-SIC) and coordinated by the Beaufort County School District (BCSD) office. Additional training and technical assistance is available from SC-SIC and the BCSD office.

ARTICLE XII

BYLAWS AMENDMENTS

(A.) These bylaws may be amended at any regular meeting of the Council by two-thirds vote of those present provided that:

- (1.) the specific amendments have been introduced at a prior meeting held within the last three months,
- (2.) were included in the minutes of that meeting and distributed to all members,
- (3.) are listed on the agenda for the current meeting.

***Date Approved: April 30, 2020**

***Date Revised: April 25, 2020**

Certification: I certify that the foregoing is a true and correct copy of the Bylaws of the above named organization (Hilton Head Island High School School Improvement Council) duly approved and adopted by the membership on April 30, 2020. *Jan Davis-Vater*, HHIHS SIC Member Bylaws Committee Chair