

HILTON HEAD ISLAND MIDDLE SCHOOL

School Improvement Council Bylaws

Article I: NAME OF ORGANIZATION

The name of the organization will be the Hilton Head Island Middle School Improvement Council (SIC).

Article II: PURPOSE

The purpose of the Hilton Head Island Middle SIC will be the following:

- 1) Assist in the development, implementation and evaluation of the five-year School Improvement Plan, also known as the school renewal plan or strategic plan.
- 2) Assist in the preparation of yearly plan updates.
- 3) Assist in writing the annual Report to Parents, which provides information on the school's progress in meeting school and district goals and objectives.
- 4) Prepare the annual narrative for the School Report Card, in conjunction with the principal.
- 5) Provide advice on the use of school incentive award expenditures, if allocated by the legislature and awarded to the school.
- 6) Participate in the revision of the School Improvement Plan if the school is rated unsatisfactory on the School Report Card.
- 7) Serve as the liaison between the school, school organizations, the community, and the local school board by collecting and disseminating pertinent information.
- 8) 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 the powers and duties reserved by law or regulation to the local school board.

Article III: REPRESENTATION AND MEMBERSHIP

Membership shall include the following:

- 1) Parents will elect a minimum of 6 parent members; two parents from each grade level
- 2) Additional nominated parents can serve as elected at-large members (up to 4).
- 3) The Principal will select the teacher members
- 4) Appointed Representatives: The principal, in consultation with the SIC chairman, will appoint a minimum of 2 representatives from the greater school community. 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, sex, geography, grade level representation, or other variables important to the school.
- 5) A ratio of two-thirds elected members to one-third appointed members will be maintained as mandated by state law, excluding ex officio membership.

- 6) The principal will serve as an ex-officio member of the council. At least 1 additional ex-officio member will serve on the council including, but not limited to, the following position: the president of the parent teacher organization (PTO), other ex-officio members that can be considered but are not required are the immediate past chairperson of the School Improvement Council, elected officers of the Hilton Head Middle School Student Council, the Teacher of the Year, and/or 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.
- 7) All members will have one vote. Absentee ballots or proxy voting will not be permitted.

ARTICLE IV: ELECTION AND APPOINTMENT PROCEDURES

Elections for the chairperson will be preferably held no later than the last SIC meeting of the academic school year, in order to work with the school over the summer. However, in some cases, elections may happen at the first meeting in the next school year, managed by an ex-officio member. The other offices will be elected at the first SIC meeting of the school year after all new members have joined. The principal will make appointments to the council in consultation with the elected members for the current school year and/or as needed to maintain a balance of elected appointed members.

Information about the upcoming election of parent representatives will be printed in the school newsletter and/or other means of communication as needed. Parent representatives to the council will be elected by the parents during a regularly scheduled parent meeting.

Membership elections will take place during the spring term before the end of the school year before their term begins. If possible, newly elected members will be invited to attend the final meeting for that school year. Leadership elections will take place during the SIC meeting. Ballots will be counted by the outgoing SIC members and retained at the schools for one year by the council secretary.

Teacher representatives to the council will be selected by the Principal, in conversation with the Faculty during a regularly scheduled faculty meeting in the beginning of the school year, with an attempt to obtain representation from each grade level and related arts category.

The names and addresses of all council members will be forwarded to the school district's SIC contact within 30 days following elections. The names of all elected and appointed council members will be published in the school newsletter and/or website as soon as possible after the election or appointment. The Board shall maintain a means for the public to contact it and publish such contact information.

Article V: TENURE

All elected and appointed 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 3 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;
- 6) is elected to a city, county, state or other similar position, where the office could be viewed as a potential conflict of interest.

In the event of any of the above situations, the chairperson will appoint, in the case of an elected member, the person with the next highest number of votes in the most recent election. 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 officers of the Hilton Head Island Middle School Improvement Council will consist of a chairperson, a vice-chairperson, and a secretary. Co-chairs are also allowed rather than a vice chair. The officers will be elected annually by the full council membership. At no time will these positions be held exclusively by teachers or exclusively by parents. Ex-officio members are not eligible to be officers of the council nor to vote for the SIC officers.

Article VII: DUTIES OF OFFICERS

The chairperson is responsible for the following:

- 1) The chairperson will preside at all meetings and have general supervision of the activities of the council.
- 2) The chairperson will work with the principal in planning and directing the activities of the council including monitoring committee progress.
- 3) The chairperson, in consultation with the principal, will prepare an agenda for all council meetings and ensure that the agenda will be sent to all council members at least one week prior to the meeting.

- 4) The chairperson retains the right to modify the agenda if it is determined to be in the best interest of the council and direct the pace of the meeting as best accomplishes the agenda.
- 5) The chairperson may sign documents ensuring SIC participation, such as the annual Report to the Parents and the budget submitted to the SOE for incentive award expenditures.
- 6) The chairperson will appoint temporary or standing committees as needed and serve as an ex-officio member of all committees.

The vice-chairperson (or co-chair) is responsible for the following:

- 1) Presiding at meetings when the chairperson is absent.
- 2) Chairing the Bylaws Committee or any other standing committees.
- 3) Assisting with the development of the agenda, committee activity, and general support of SIC initiatives.
- 4) Assisting the chairperson with any other SIC activities as designated by the chairperson.

The secretary is responsible for the following:

- 1) Keeping a full and accurate account of the proceedings, attendance and actions 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) Assisting in maintaining a council file in the school's administrative offices or online system containing copies of all minutes, council correspondence, the annual school improvement report, the Report to the Parents, and the current council bylaws.
- 4) Maintaining a listing of council membership with current telephone numbers, addresses, and e-mail addresses.
- 5) Assisting with publication of meetings actions and agenda in the school newsletter, newspaper or other community media.

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 8 regular meetings during the calendar year. Special meetings may be called by the chairperson or the principal 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. Persons interested in presenting at a 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

Whenever 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 representative are present.

Article X: TRAINING

An orientation session will be offered 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 and 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.

Date Approved:

Date Revised: ____ April 24, 2025_____