HCS Scholars Academy High School – School Improvement Council Bylaws

Revised Draft – January 2026

ARTICLE 1

NAME OF ORGANIZATION

The name of the organization is the **HCS Scholars Academy High School** School Improvement Council.

ARTICLE 2

PURPOSE

The purpose of the School Improvement Council is to:

(A) Assist in the development, implementation, monitoring, and evaluation of the five-year School Improvement Plan (also known as the "School Renewal Plan" or "Strategic Plan");

(B) Assist in the preparation of **the yearly School Improvement Plan**;

(C) Write the annual SIC Report to the Parents, **to be distributed by the deadline established by the South Carolina Department of Education, not later than April 30 of each year;**

(D) Prepare, together with the Principal, the annual narrative for the SC School Report Card;

(E) Provide advice on the use of school incentive award expenditures, **if such awards are allocated by the legislature and awarded to the school;**

(F) Provide other assistance as requested by the Principal or local school board.

(G) **The Council shall not have the powers and duties reserved by law or regulation to the local school board.**

ARTICLE 3

NUMBER AND TYPE OF SIC MEMBERS

(A) The SIC shall be made up, at a minimum, of the following:

(1) Two parents elected by parents of students enrolled in the school.

(2) **One teacher elected by teachers assigned to the school and the current Teacher of the Year.**

(3) **Two students elected by students enrolled in the school, with one representative elected from grades 9–10 and one representative elected from grades 11–12.**

(4) Three members of the local community appointed by the Principal. These appointments shall be made from the non-parent portion of the community and shall strive to reflect the diversity of the student body and local community. Whenever possible, the Principal shall include an alumnus or alumna of the Scholars Academy program or high school.

(5) **The Principal shall serve as an ex-officio member of the SIC.**

(6) **Two additional ex-officio members shall serve on the SIC: the PTSO President and a representative from Coastal Carolina University. If an individual holding an ex-officio position is unable to serve, an appropriate substitute shall be named by the organization that individual represents.**

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

(C) **Each elected and appointed member of the SIC shall have one vote. Ex-officio members shall have a voice but shall not be voting members of the SIC.**

(D) **Ex-officio positions in addition to those listed in these bylaws may only be created by the SIC through a properly adopted amendment. All ex-officio members shall have a voice but shall not be voting members of the SIC.**

(E) No SIC member may vote by absentee ballot or proxy.

ARTICLE 4
NOMINATION, ELECTION, AND APPOINTMENT PROCEDURES

(A) Nominations shall be held each year no later than October 1, and elections for SIC parent, teacher, and student representatives shall be held no later than October 15. The specific date, time, and method for nominations and elections shall be determined by the SIC and publicized in

advance. Council members shall assume their responsibilities immediately upon election or appointment.

(B) **The SIC, in consultation with the Principal, shall conduct open parent nominations and elections, with all parents of enrolled students given the opportunity to participate through schoolwide electronic communication.**

(C) Teachers shall nominate and elect their representatives during a regularly scheduled faculty meeting no later than October 1.

(D) **Students shall nominate and elect their representatives through a schoolwide student election process established by the school administration and completed no later than October 15.**

(E) The SIC shall maintain records of parent, teacher, and student elections, including vote totals, for a period of at least two years.

(F) In order to comply with state reporting requirements, the Principal or designee shall enter the names and contact information of current SIC members into the SC-SIC Member Network no later than November 15.

(G) **The SIC Chairperson shall ensure that the names of current SIC members are posted on the SIC page of the school website.**

ARTICLE 5
TERMS OF OFFICE

(A) The term of office for all elected SIC members shall be two years. Terms shall be staggered so that approximately half of all elected positions expire at the end of each year.

(B) The term of office for all appointed members shall be one year, and appointed members may be reappointed annually if eligible and willing to serve.

(C) **The term of office for an ex-officio member shall continue for as long as the individual holds the position represented on the SIC.**

(D) **There shall be no limit on the number of terms an elected or appointed SIC member may serve, provided the member remains eligible and willing to continue service.**

ARTICLE 6

SIC OFFICERS

(A) The officers of the SIC shall consist of **a Chairperson and Secretary**.

(B) Officers shall be elected from among the elected and appointed members of the SIC at the first regular meeting following the completion of elections and appointments.

(C) Officers shall serve one-year terms.

(D) No officer position may be held simultaneously by the same category of elected representative.

(E) **Ex-officio members, including the Principal, shall not be eligible to serve as officers or to vote in officer elections.**

ARTICLE 7

DUTIES OF OFFICERS

(A) The Chairperson shall preside at all meetings and provide general supervision of the activities of the SIC. The Chairperson shall work in partnership with the Principal in planning and directing Council activities. **In the absence of the Chairperson, the Secretary shall preside, or another voting member may be designated by the Council.**

(B) The Chairperson, in consultation with the Principal, shall prepare the agenda for all SIC meetings and ensure that the agenda is distributed and posted publicly no later than twenty-four hours prior to the meeting. The Chairperson may direct the pace of the meeting and modify the agenda when necessary to accomplish Council business, **provided that required agenda items are not removed once posted.**

(C) The Secretary shall maintain accurate minutes of all SIC meetings, distribute minutes in a timely manner, prepare correspondence as requested, maintain official SIC records, and keep a current contact list of all SIC members.

ARTICLE 8

SIC COMMITTEES

(A) The SIC may establish standing or temporary committees by majority vote recorded in the minutes.

(B) Temporary committees may include non-SIC members, provided each committee includes at least one SIC member.

(C) The Chairperson shall appoint committee members and designate chairpersons.

(D) Committees shall report regularly to the SIC and shall be limited to the scope assigned by the Council.

ARTICLE 9
MEMBERSHIP TERMINATION AND VACANCIES

(A) SIC membership shall terminate if a member becomes ineligible, resigns, misses three consecutive meetings without notice, or is elected to the district school board.

(B) **An elected or appointed SIC member may be removed for cause by a two-thirds vote of the voting members of the SIC, provided the member has been given notice and an opportunity to respond.**

(C) When an elected parent, teacher, or student position becomes vacant, the SIC may appoint the individual receiving the second highest number of votes from the most recent election if that individual is eligible and willing to serve. **If election results are unavailable, the individual declines, or the individual is no longer eligible, the SIC may appoint another eligible representative to serve the remainder of the term.**

(D) Vacancies among appointed community representatives shall be filled by appointment of the Principal for the remainder of the term.

ARTICLE 10
MEETINGS

(A) The first regular SIC meeting of the school year shall be held no later than October 31.

(B) The SIC shall hold a minimum of eight meetings during the school year. **Meetings may include regular meetings and designated SIC engagement meetings, provided they are properly noticed and recorded in the minutes.**

(C) Meeting notices shall be posted on the school website at least twenty-four hours in advance of the meeting and may also be distributed through the school's weekly announcements or other electronic communication.

(D) **All SIC meetings shall be open to the public and may be conducted virtually or in person.** Public notice shall include the date, time, and location or method of access to the meeting, along with instructions for public observation and participation.

(E) Once posted, agenda items required by statute or these bylaws, including the principal's report, SIC reports, and any scheduled public comment period, shall not be removed from the agenda.

(F) **The SIC may, at its discretion, include a period for public comment on the meeting agenda. The Chairperson may establish reasonable procedures and time limits for public comment to ensure that Council business is conducted efficiently.**

ARTICLE 11

SIC DECISION MAKING

(A) Whenever possible, the SIC shall make decisions by consensus.

(B) When voting is required, a simple majority of the voting members present shall constitute official action.

(C) A quorum shall consist of a simple majority of the voting members, provided at least one parent, one teacher, and one student voting representative are present.

(D) **Any SIC member with a conflict of interest shall disclose the conflict and recuse themselves from discussion and voting on the related matter.**

ARTICLE 12

TRAINING

(A) At the beginning of each school year, the SIC shall ensure that members have access to information regarding their roles, responsibilities, and relevant school and district policies.

(B) Members shall be encouraged to attend SIC training opportunities provided by the district or the SC School Improvement Council.

ARTICLE 13

BYLAW AMENDMENTS

These bylaws may be amended at any regular SIC meeting by a two-thirds vote of those present, provided the proposed amendments were introduced at a regular meeting within the previous three months, included in the minutes, distributed to members, and listed as an agenda item for the meeting at which action is taken.

Date Approved: November 17, 2020
Date of Revision: [insert adoption date]
Date of Latest Revision: [insert adoption date]