South Florence High School

School Improvement Council (SIC) Bylaws & Guidelines

Purpose

The purpose of the South Florence High School Improvement Council is to:

1. Assist in the development, implementation, monitoring, and evaluation of the five-year School Improvement Plan ("School Renewal Plan").
2. Assist in preparing annual updates to the plan.
3. Support the development and implementation of the School Reading Plan as required by the Read to Succeed Act.
4. Write and distribute the Annual SIC Report to Parents by April 30 each year.
5. Collaborate with the principal to prepare the annual narrative for the South Carolina School Report Card.
6. Provide input on the use of incentive award funds, when allocated.
7. Offer additional support and feedback to the principal and school board as needed.

The SIC does not assume powers or duties reserved by law for the local school board.

Membership

The SIC will consist of:

1. Three parents elected by parents of currently enrolled students.
2. Three teachers elected by the school's teaching staff.
3. Three community members appointed by the principal.
4. The principal, serving as an ex-officio member.
5. Two additional ex-officio members.

Elected members must always outnumber appointed members by at least two to one, per state law.

Elections and Appointments

1. Parent and teacher elections will be held each year if it is the year for new elections.
2. The principal will appoint community members by September 15.
3. Election results and membership records will be maintained for at least two years.
4. All SIC member names and contact information will be submitted to the SC-SIC Member Network by November 15 and published on the school website.

Terms of Office

1. **Elected members:** 2-year terms.
2. **Appointed members:** 1-year terms.

3. **Ex-officio members:** Serve for as long as they hold their corresponding school role.
4. Members may serve multiple consecutive terms.

Officers & Responsibilities

The SIC will elect a Chairperson, Vice-Chairperson, and Secretary annually from among elected and appointed members.

- Elections occur at the first regular meeting following elections and appointments.
- Ex-officio members, including the principal, may not serve as officers.
- **Chairperson:** Presides over meetings, plans agendas with the principal, appoints committees, and ensures agendas are posted 24 hours in advance.
- **Vice-Chairperson:** Assists and acts in the chairperson's absence.
- **Secretary:** Records and distributes meeting minutes, manages official correspondence, and maintains SIC records (minutes, sign-ins, bylaws, reports).

Committees

- The SIC may create standing or temporary committees as needed by a majority vote.
- Committee chairs are appointed by the SIC Chairperson.
- Committees report regularly to the full SIC.

Membership Vacancies

Membership may end if:

1. A parent no longer has a child enrolled.
2. A teacher leaves the school.
3. A member misses three consecutive meetings without notice.
4. A member resigns or is elected to the school board.

Vacancies are filled by the next highest vote recipient or an appointed replacement as approved by the SIC Chairperson and principal.

Meetings

1. The first meeting shall be held in October.
2. The SIC shall meet monthly from October through June (minimum of 8 meetings).
3. Meetings are open to the public and posted on the school website and monthly calendar.
4. A quorum requires at least one parent, one teacher, and a simple majority of voting members.
5. The principal or designee will report school updates at each meeting.

Decision-Making

The SIC will seek to make decisions by consensus. When voting is necessary, a simple majority will determine the outcome.

Amendments

These bylaws may be amended by a two-thirds vote of SIC members at a regular meeting, provided the amendment was introduced and distributed at least one prior meeting.

SIC Operational Timeline

Deadline / Date	Operational Requirement
September 15	Principal appoints community members
October 15	Complete SIC Member Elections & Hold First Meeting
November 15	Submit membership information to SC-SIC Member Network
April 30	Distribute Annual SIC Report to Parents
June 1	Submit Report to Parents to SIC Member Network
October - June	Monthly Meetings (Minimum of 8 meetings total)