North Myrtle Beach High School

School Improvement Council Bylaws

Draft for Review and Adoption

These proposed bylaws are designed to establish clear expectations, responsibilities, and procedures for the North Myrtle Beach High School School Improvement Council (SIC). They can be adapted to align with Horry County Schools policies and South Carolina School Improvement Council requirements.

The goal is to ensure that the SIC serves as a collaborative body focused on student achievement, school improvement, stakeholder engagement, and the continued growth of North Myrtle Beach High School.

Article I – Name and Purpose

Section 1. Name

The organization shall be known as the North Myrtle Beach High School School Improvement Council, hereafter referred to as the SIC.

Section 2. Purpose

The purpose of the SIC is to serve as an advisory body that promotes continuous school improvement through collaboration among parents, teachers, students, school administrators, and community representatives.

The SIC shall:

1. Support the academic, social, and emotional success of all students.
2. Assist in the development and monitoring of school improvement initiatives.
3. Encourage communication and collaboration among school stakeholders.
4. Promote a safe, nurturing, innovative, and student-centered learning environment.
5. Support the vision, mission, and goals of North Myrtle Beach High School.

Section 3. Authority

The SIC shall operate in accordance with South Carolina law, applicable Horry County Schools policies, and these bylaws. The SIC is advisory and does not assume powers reserved for the school board, superintendent, or principal.

Article II – Responsibilities and Duties

The SIC shall have the following responsibilities:

1. Assist with the development and annual updates of the school's improvement plan.
2. Review school performance data and identify areas for improvement.
3. Monitor progress toward school and district goals.
4. Assist with the preparation of the annual report to parents and constituents, as required by law.
5. Provide input on programs, initiatives, and strategies designed to improve student achievement.
6. Encourage meaningful parent and community involvement.
7. Advise on the use of school incentive grant funds when applicable.
8. Support school improvement projects that benefit students and the school community.
9. Provide assistance to the principal as requested.
10. Submit recommendations or reports to the district when appropriate and consistent with state law.

Article III – Membership

Section 1. Composition

The SIC shall consist of elected and appointed members representing the following groups:

Representative Group	Proposed Members
Parents/Guardians	2 elected
Teachers	2 elected
Students (Grades 9–12)	2 elected

Community Representatives	2 appointed
Principal	Ex officio
Other School Representatives	As appropriate

The proposed numbers are subject to approval and may be adjusted to meet the needs of the school and applicable legal requirements.

Important: South Carolina law requires at least two elected parents, two elected teachers, and two elected students at schools serving Grade 9 or above. Elected members must comprise at least two-thirds of the elected and appointed membership.



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Section 2. Eligibility

- Parent representatives must have a child enrolled at North Myrtle Beach High School.
- Teacher representatives must be assigned to North Myrtle Beach High School.
- Student representatives must be enrolled students in Grades 9–12.
- Community representatives should demonstrate an interest in supporting the school and its students.
- The principal and designated ex officio members may participate as provided by law and these bylaws.

Section 3. Ex Officio Members

The SIC may include the following ex officio members:

- Principal
- Assistant principal or administrative representative

- Parent organization representative
- Booster club representative
- Teacher of the Year
- Other school or community representatives approved by the council

Ex officio members shall serve in a non-voting capacity unless otherwise permitted by applicable requirements and the council's adopted procedures.

Article IV – Elections and Appointments

Section 1. Parent Elections

Parent representatives shall be elected by parents or guardians of students enrolled at North Myrtle Beach High School. Elections shall be organized to provide parents with an opportunity to participate.

Section 2. Teacher Elections

Teacher representatives shall be elected by the faculty of North Myrtle Beach High School.

Section 3. Student Elections

Student representatives shall be elected by students enrolled at North Myrtle Beach High School in Grades 9–12.

Section 4. Community Appointments

Community representatives shall be appointed by the principal. The principal should seek individuals who represent diverse perspectives and are interested in supporting school improvement.

Section 5. Election Timeline

Elections shall be completed no later than October 15 of each school year, as required by South Carolina law. Membership information must be submitted to the South Carolina School Improvement Council Assistance within 30 days following elections.

Article V – Terms of Office

Section 1. Length of Terms

1. Elected SIC members shall serve a minimum two-year term, subject to applicable law.
2. Terms shall be staggered to promote continuity.
3. Parents of students in their final year of enrollment and students in their final year may serve one-year terms as provided by law.
4. Community representatives shall serve terms established by the principal and council procedures.

Section 2. Vacancies

If an elected position becomes vacant, the SIC shall fill the vacancy according to applicable election requirements and procedures approved by the council. Appointed vacancies may be filled by the principal.

Section 3. Removal or Replacement

A member may be replaced for excessive unexcused absences, resignation, loss of eligibility, or other circumstances consistent with these bylaws and applicable requirements.

Article VI – Officers

Section 1. Officers

The SIC shall elect the following officers annually:

1. Chairperson
2. Vice Chairperson
3. Secretary/Recorder

Section 2. Chairperson

The Chairperson shall:

- Preside over all SIC meetings.
- Work with the principal and secretary to develop meeting agendas.
- Facilitate productive discussion and collaboration.
- Ensure the council remains focused on its purpose and responsibilities.
- Serve as a spokesperson for the SIC when appropriate.

Section 3. Vice Chairperson

The Vice Chairperson shall:

- Assist the Chairperson.
- Preside over meetings in the Chairperson's absence.

- Perform additional duties assigned by the Chairperson or council.

Section 4. Secretary/Recorder

The Secretary shall:

- Record accurate minutes of each meeting.
- Maintain attendance records.
- Distribute minutes to SIC members.
- Maintain council records and approved documents.
- Assist with public posting and recordkeeping requirements.

Section 5. Principal

The principal shall serve as an ex officio member and provide leadership, information, and support to the SIC. The principal shall help ensure that the council's work aligns with school improvement priorities and district expectations.

Article VII – Meetings

Section 1. Regular Meetings

The SIC shall meet at least eight times per school year, preferably on a consistent monthly schedule during the academic year.

Proposed meeting location: North Myrtle Beach High School, Main Office Conference Room.

The annual meeting calendar shall be established and communicated to members and the school community.

Section 2. Special Meetings

Special meetings may be called by the Chairperson, principal, or upon a request by a majority of SIC members when necessary.

Section 3. Meeting Notices

Meeting notices, agendas, and other required public information shall be provided in accordance with the South Carolina Freedom of Information Act and applicable district procedures. SICs are considered public bodies and must follow applicable open-meeting and public-record requirements.

Section 4. Attendance

Members are expected to attend all scheduled meetings and actively participate in council activities.

The council may establish procedures for addressing excessive unexcused absences, including replacement of members when appropriate.

Section 5. Quorum

A quorum shall consist of a simple majority of the voting members of the council.

No official council business requiring a vote shall be conducted without a quorum.

Section 6. Meeting Agenda

A written agenda shall be prepared and distributed prior to each regular meeting. Members may submit agenda items to the Chairperson or principal in advance of the meeting.

Article VIII – Voting and Decision-Making

Section 1. Voting Rights

Each voting member shall have one vote. Ex officio members shall not vote unless expressly authorized under applicable rules and the adopted bylaws.

Section 2. Voting Procedures

- Decisions shall generally be made by consensus whenever possible.
- When a vote is required, a simple majority of voting members present shall determine the outcome, provided a quorum exists.
- The Chairperson may vote in accordance with the council's adopted procedures.
- The minutes shall reflect formal motions and voting outcomes when applicable.

Section 3. Conflict of Interest

Members shall disclose any actual or potential conflict of interest and refrain from participating in decisions where their participation would create a conflict, as required by applicable law or district policy.

Article IX – Committees and Workgroups

Section 1. Establishment

The SIC may establish standing or temporary committees to support the council's goals.

Section 2. Suggested Committees

The following committees may be considered based on the needs of North Myrtle Beach High School:

Academic Achievement

Review student performance data, college and career readiness, and academic improvement initiatives.

Literacy and Reading

Support schoolwide literacy goals and initiatives such as #RiseWithReading.

Family and Community Engagement

Strengthen communication, parent participation, and community partnerships.

School Climate and Safety

Review school climate, student belonging, and safety-related improvement initiatives.

Data and School Improvement

Monitor progress toward school improvement goals and assist with annual reporting.

Section 3. Committee Responsibilities

Committees shall:

1. Establish specific goals and action steps.
2. Report progress to the full SIC.
3. Collaborate with school staff and stakeholders as appropriate.
4. Operate within the authority and responsibilities of the SIC.

Article X – Code of Conduct and Member Expectations

All SIC members are expected to:

1. Act in the best interest of all North Myrtle Beach High School students.
2. Treat all members with professionalism, courtesy, and respect.
3. Maintain confidentiality regarding student and personnel matters.
4. Engage in constructive discussion and respect differing perspectives.
5. Review meeting materials and participate actively.

6. Support decisions made through the council's established procedures.
7. Avoid using the SIC for personal, political, or individual grievances.
8. Follow all applicable school, district, and state requirements.

The SIC shall focus on schoolwide improvement and shall not serve as a forum for resolving individual student or employee disciplinary matters.

Article XI – Records and Communication

Section 1. Meeting Minutes

Meeting minutes shall be recorded and maintained as official council records in accordance with applicable requirements.

Section 2. Public Access

Approved bylaws, meeting information, and other appropriate SIC materials shall be made available to the school community.

Section 3. Communication

The SIC shall promote communication with parents, students, faculty, and community stakeholders through appropriate school communication channels.

Section 4. Annual Report to Parents

The SIC shall assist in preparing the annual school report to parents and constituents, including the school's progress toward school and district goals, in accordance with applicable deadlines and requirements. South Carolina law establishes November 15 as the deadline for the annual school report.



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Article XII – Amendments

Section 1. Proposal of Amendments

Any SIC member may propose an amendment to these bylaws. Proposed amendments shall be submitted in writing to the Chairperson or principal.

Section 2. Review and Approval

Proposed amendments shall be reviewed by the SIC and presented for consideration at a regularly scheduled meeting.

Amendments shall require approval by a two-thirds vote of the voting members present, provided a quorum exists, and shall be consistent with South Carolina law and Horry County Schools policies.

Section 3. Review by SC-SIC

Any locally developed bylaws should be reviewed for consistency with applicable state requirements and submitted to the South Carolina School Improvement Council for review when required. The official SC-SIC resources provide high school sample bylaws and an adaptation guide.