MYRTLE BEACH HIGH SCHOOL

SCHOOL IMPROVEMENT COUNCIL

BYLAWS & SIC ELECTION / APPOINTMENT PROCEDURE

Board-Ready Governance Document

Horry County Schools
Myrtle Beach, South Carolina

Adoption Date: _____
Effective Date: _____
Last Revised: _____

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Document Authority and Use

These bylaws establish the governance structure and operating procedures of the Myrtle Beach High School School Improvement Council (SIC). They are intended to be read and implemented consistently with applicable South Carolina law, State Board of Education requirements, South Carolina School Improvement Council (SC-SIC) guidance, and Horry County Schools policies and procedures. Where a conflict exists, controlling law, regulation, or district policy shall govern.

ARTICLE I — NAME

Section 1. Name

The name of this organization shall be the Myrtle Beach High School School Improvement Council, hereafter referred to as the SIC. The SIC is established pursuant to South Carolina law and operates in accordance with applicable provisions of the South Carolina Code of Laws, State Board of Education regulations, SC-SIC guidance, and Horry County Schools policies.

ARTICLE II — PURPOSE

Section 1. Purpose

The SIC shall serve as a representative advisory body that promotes continuous school improvement through collaboration among students, parents/guardians, teachers, school administrators, and community members.

Section 2. Duties

The SIC shall: (1) assist in the preparation, review, implementation, and annual updating of the school's five-year School Improvement Plan; (2) assist with development, monitoring, and evaluation of school-improvement initiatives; (3) review relevant school data and identify areas of strength, need, and opportunity; (4) establish and monitor SIC goals supporting student achievement and school improvement; (5) provide advice concerning applicable school incentive-grant funds or other funds when assigned by law or district; (6) assist the principal and school leadership, when requested, with school-improvement activities; (7) promote meaningful parent, student, faculty, and community participation; (8) strengthen communication and engagement among school, families, and community; (9) prepare or assist in preparing required annual school reports; and (10) perform other duties assigned by law, the State Board, or Horry County Schools.

Section 3. Advisory Nature

The SIC is an advisory body. Nothing in these bylaws grants authority reserved by law or district policy to the Horry County Board of Education, Superintendent, principal, or other school/district officials. The SIC may make recommendations but shall not exercise administrative authority over personnel, students, curriculum, finances, or school operations unless expressly authorized.

ARTICLE III — MEMBERSHIP

Section 1. Composition

The SIC shall consist of at least fifteen (15) voting members: four (4) parents/guardians elected by parents/guardians; four (4) teachers elected by teachers; four (4) students elected by students; and three (3) community representatives appointed by the principal. This structure provides twelve (12) elected members and three (3) appointed members, so elected members constitute 80% of the elected and appointed membership and exceed the two-thirds requirement.

Section 2. Ex-Officio Members

The principal may serve as an ex-officio member, along with designated assistant principal(s), a parent/teacher organization representative, athletic/booster organization representative, and other school or community leaders designated by the principal. Ex-officio members may participate fully in discussions and receive materials. Unless specifically designated as voting members under applicable law and district policy, ex-officio members shall not vote. The principal and other ex-officio members shall not serve as Chair, Vice Chair, or Secretary.

Section 3. Community Representatives

Community representatives should reflect the diverse interests and resources of the Myrtle Beach community and may include representatives of local businesses, higher education, civic or nonprofit organizations, alumni, school/community partners, or individuals with expertise relevant to school improvement.

ARTICLE IV — ELECTIONS AND APPOINTMENTS

Section 1. Parent Elections

Parent representatives shall be elected by parents/guardians of students enrolled at Myrtle Beach High School. The school shall provide a reasonable opportunity for parent participation.

Section 2. Teacher Elections

Teacher representatives shall be elected by teachers assigned to Myrtle Beach High School. The school shall provide a reasonable opportunity for faculty participation.

Section 3. Student Elections

Student representatives shall be elected by students enrolled at Myrtle Beach High School. The school shall provide a reasonable opportunity for student participation.

Section 4. Timing

Annual SIC elections shall be conducted no later than October 15, consistent with applicable South Carolina requirements.

Section 5. Vacancies

Elected vacancies shall be filled through the applicable constituency election process, or another process permitted by law and district policy. Appointed community vacancies shall be filled by the principal. A person filling a vacancy shall serve the remainder of the unexpired term unless otherwise required.

Section 6. Community Appointments

The principal shall appoint community representatives annually, considering continuity, diversity of perspective, community engagement, and expertise relevant to school improvement.

Section 7. Reporting

Within thirty (30) days following SIC elections, the school shall provide required membership information to the South Carolina School Improvement Council Assistance at the University of South Carolina, consistent with state requirements.

ARTICLE V — TERMS OF OFFICE

Section 1. Length

Elected SIC members shall serve two-year terms, except that a parent or student in the member's final year of enrollment at Myrtle Beach High School may serve a one-year term, consistent with applicable state requirements.

Section 2. Staggering

Terms shall be staggered so that approximately one-half of the elected positions are elected each year. Initial staggered terms may be assigned by lot as necessary.

Section 3. Consecutive Terms

A member may seek reelection and may serve consecutive terms if the member remains eligible.

Section 4. Attendance

Members are expected to attend all regularly scheduled meetings. A member with three (3) or more unexcused absences during a school year may be removed and replaced according to Article IV. The SIC shall determine whether an absence is excused.

ARTICLE VI — OFFICERS

Section 1. Officers

The officers shall be Chair, Vice Chair, and Secretary. The SIC may establish additional offices if needed. The SIC shall not maintain a Treasurer position because it does not maintain money or a bank account in its own name.

Section 2. Election

Officers shall be elected annually by the SIC at the first regular meeting following completion of the annual election and appointment process, subject to applicable state and district requirements. Only elected or appointed SIC members may serve as officers.

Section 3. Chair

The Chair shall preside over meetings; work with the principal to establish priorities; collaborate on agendas; ensure public posting of agendas as required; appoint committees when appropriate; facilitate productive discussion; monitor compliance with bylaws; and serve as primary liaison between the SIC and principal.

Section 4. Vice Chair

The Vice Chair shall assist the Chair, preside in the Chair's absence, assume the Chair's duties when necessary, and assist with committees and projects.

Section 5. Secretary

The Secretary shall record minutes, maintain records and attendance, distribute draft minutes, maintain approved records, and assist with required reporting and documentation.

ARTICLE VII — MEETINGS

Section 1. Regular Meetings

The SIC shall meet at least eight (8) times during each school year and shall establish and publicize an annual meeting schedule.

Section 2. Location

Meetings shall ordinarily be held at Myrtle Beach High School or another location designated by the SIC and school administration. Electronic meetings may be used when permitted by law and district policy.

Section 3. Special Meetings

Special meetings may be called by the Chair, principal, or a majority of voting SIC members. Reasonable notice shall be provided consistent with applicable law and district procedures.

Section 4. Public Notice

Meeting notices, agendas, minutes, and other records shall be handled in accordance with the South Carolina Freedom of Information Act and applicable Horry County Schools procedures.

Section 5. Agenda

A written agenda shall be prepared for each regular meeting and distributed to members and publicly posted in accordance with applicable requirements.

Section 6. Open Meetings

SIC meetings shall be open to the public except when a lawful exception permits otherwise. Public participation may be included according to procedures established by the SIC and school administration.

Section 7. Attendance and Participation

Members shall review materials, participate constructively, complete assigned responsibilities, and maintain a focus on school improvement.

ARTICLE VIII — QUORUM AND VOTING

Section 1. Quorum

A quorum shall consist of a majority of the currently seated voting members. No official action requiring a vote may be taken without a quorum.

Section 2. Voting
Each voting member shall have one vote. Votes may not be transferred or delegated.

Section 3. Motions
Unless otherwise required by law or these bylaws, a motion shall be approved by a simple majority of voting members present and voting.

Section 4. Conflict of Interest
Members shall disclose actual or potential conflicts related to matters before the SIC and, when appropriate, abstain from voting.

Section 5. Electronic Voting
Electronic voting may be used only when consistent with South Carolina law, district policy, and applicable public-meeting requirements.

ARTICLE IX — COMMITTEES

Section 1. Committees
The SIC may establish standing or ad hoc committees addressing school-improvement priorities, including Student Achievement; School Climate and Culture; Family and Community Engagement; College and Career Readiness; Attendance and Student Engagement; Communications; and School Improvement Plan Monitoring.

Section 2. Membership
Committees may include SIC members and, when appropriate, other school-community participants. Each committee shall report recommendations to the full SIC.

Section 3. Authority
Committees shall make recommendations and shall not act on behalf of the SIC unless specifically authorized by the full council.

ARTICLE X — SCHOOL IMPROVEMENT AND ANNUAL REPORTING

Section 1. Monitoring
The SIC shall maintain an active role in monitoring progress toward school-improvement goals.

Section 2. Annual Activities
At minimum, the SIC shall annually review relevant student achievement and school-performance data; review progress toward School Improvement Plan goals; identify areas requiring attention; recommend strategies when appropriate; monitor SIC goals; assist with the annual school report; and communicate appropriate improvement information to parents and the community.

ARTICLE XI — RECORDS AND TRANSPARENCY

Section 1. Records

The SIC shall maintain appropriate bylaws, membership rosters, election records, agendas, minutes, attendance records, annual goals, committee reports, annual school reports, and other documents required by law or district policy.

Section 2. Retention

Records shall be retained and made available in accordance with South Carolina law and Horry County Schools records-retention requirements.

ARTICLE XII — MEMBER EXPECTATIONS

Section 1. Standards

Members shall act in the best interests of Myrtle Beach High School and its students; respect differing viewpoints; maintain confidentiality when required; focus on school improvement rather than individual personnel or student matters; avoid using SIC meetings for individual grievances; support constructive communication; complete recommended or required training; participate in committees; attend meetings regularly; and conduct themselves professionally and respectfully.

Section 2. Individual Matters

The SIC is not a forum for individual grievances concerning students or employees. Such matters shall be directed through the appropriate Horry County Schools process.

ARTICLE XIII — AMENDMENTS

Section 1. Proposal

Any voting member may propose an amendment. Proposed amendments shall be submitted in writing and distributed before the meeting at which they will be considered.

Section 2. Approval

An amendment requires a two-thirds vote of voting members present, provided a quorum is present.

Section 3. Legal Compliance

No amendment may conflict with South Carolina law, State Board regulations, SC-SIC requirements or guidance, Horry County Schools policies, or other applicable requirements. Potential conflicts shall be referred for district or SC-SIC review before implementation.

ARTICLE XIV — PARLIAMENTARY AUTHORITY

Section 1. Procedure

Questions of parliamentary procedure not addressed by these bylaws shall be resolved consistently with commonly accepted parliamentary procedure, applicable law, and Horry County Schools policies.

ARTICLE XV — EFFECTIVE DATE

Section 1. Adoption

These bylaws shall become effective upon approval by the Myrtle Beach High School School Improvement Council and completion of any required district or SC-SIC review.

APPENDIX A — INITIAL STAGGERING OF TERMS

To establish staggered terms, the initial elected positions may be assigned as follows:

Representative Group	Number of Seats	Initial Term
Parent	2	Two years
Parent	2	One year
Teacher	2	Two years
Teacher	2	One year
Student	2	Two years
Student	2	One year

APPENDIX B — ANNUAL SIC CALENDAR

Timeframe	Key Actions
August–September	Review bylaws; identify vacancies; publicize elections; recruit community representatives; review School Improvement Plan.
By October 15	Conduct parent, teacher, and student elections; complete community appointments; establish staggered terms.
October–November	Convene new SIC; elect officers; approve meeting calendar; review SIC goals; provide orientation/training; submit required membership information.
Throughout School Year	Meet at least eight times; review data; monitor the School Improvement Plan; engage families/community; complete committee work; monitor SIC goals.
Spring	Review annual goals; develop recommendations for the next school year; identify anticipated vacancies.
End of School Year	Evaluate SIC effectiveness; document accomplishments/recommendations; prepare for next year's elections and appointments.

SIC ELECTION AND APPOINTMENT PROCEDURE

This procedure is intended to provide a transparent, consistent, and equitable process for constituting the Myrtle Beach High School School Improvement Council. It shall be administered in accordance with the SIC bylaws, South Carolina law and SC-SIC guidance, and Horry County Schools policies. If a conflict arises, controlling law or district policy shall govern.

1. Annual Preparation

- By the beginning of the school year, the principal or designee shall review SIC membership, identify expiring terms and vacancies, confirm the number of seats to be elected, and prepare an election calendar.
- At least two weeks before an election, the school should publicize the open positions, eligibility requirements, nomination process, election dates, and voting method through appropriate school communication channels.

2. Candidate Eligibility

- Parent candidates must be parents or legal guardians of students currently enrolled at Myrtle Beach High School and must otherwise meet applicable state and district requirements.
- Teacher candidates must be teachers assigned to Myrtle Beach High School and must otherwise meet applicable requirements.
- Student candidates must be enrolled students at Myrtle Beach High School and must otherwise meet applicable requirements.
- Community representatives are appointed by the principal and should have an interest in and capacity to support school improvement.

3. Nominations

- The school shall provide a reasonable nomination period for each constituency. Nominations may be submitted using a school-approved electronic or paper form.
- Each candidate should provide the information requested by the school for an election ballot or candidate announcement.
- Self-nomination shall be permitted unless prohibited by district policy.

4. Ballot and Voting

- Parent, teacher, and student elections shall be conducted separately so that each constituency elects its own representatives.
- The voting method may be electronic, paper, or another district-approved method that provides reasonable access, ballot security, and an auditable record.
- Each eligible voter shall receive one vote per available seat in the applicable constituency unless a different method is required by district policy.
- Candidates receiving the highest number of votes shall be elected to the available seats. In the event of a tie that affects the outcome, the school shall conduct a runoff or use another fair tie-breaking procedure consistent with district policy.

5. Staggered Terms

- At the initial implementation of these bylaws, approximately one-half of the elected positions in each constituency shall receive two-year terms and the remaining positions shall receive one-year terms to establish a staggered cycle.

- Initial term lengths may be assigned by lot when necessary. Thereafter, regular terms shall follow the two-year staggered cycle, subject to the one-year final-year provisions permitted for eligible parents and students.

6. Election Certification

- Following voting, the principal or designee shall certify the results and retain the election record in accordance with applicable records-retention requirements.
- Election results should be communicated to the affected constituencies promptly after certification.

7. Community Appointment Process

- Following the election process, the principal shall review community-representative needs and appoint the required number of community members.
- Appointments should consider community connections, diversity of perspective, continuity, and expertise aligned with the school's improvement priorities.
- Appointed members shall receive the SIC bylaws, meeting schedule, member expectations, and any required orientation materials.

8. Organization of the New SIC

- The newly constituted SIC shall meet as soon as practicable after elections and appointments.
- At the organizational meeting, the SIC shall confirm membership, review attendance expectations, review the bylaws, establish its meeting calendar, and elect the Chair, Vice Chair, and Secretary.
- Officer elections shall be recorded in the minutes.

9. Vacancies

- If an elected seat becomes vacant, the school shall use the applicable constituency election process or another process permitted by law and district policy to fill the remainder of the term.
- If an appointed community seat becomes vacant, the principal shall appoint a replacement for the remainder of the term.
- Vacancies and replacements shall be documented in the SIC records and reflected in the membership roster.

10. Required Reporting

- Within thirty (30) days following SIC elections, the school shall submit required membership information to the South Carolina School Improvement Council Assistance at the University of South Carolina, consistent with state requirements.
- The school shall maintain documentation sufficient to demonstrate compliance with applicable election, membership, and reporting requirements.

11. Public Communication

- The school should communicate the SIC's membership, meeting schedule, and opportunities for parent, student, teacher, and community participation through appropriate school communication channels.
- Meeting notices and agendas shall be handled consistent with the South Carolina Freedom of Information Act and applicable Horry County Schools procedures.

ELECTION / APPOINTMENT RECORD

School Year: _____ Election Date(s): _____

Constituency	Seats Filled	Term(s)	Certified By
Parent	____	_____	_____
Teacher	____	_____	_____
Student	____	_____	_____
Community Appointment	____	_____	_____

SIGNATURE / CERTIFICATION PAGE

The undersigned acknowledge that these bylaws were reviewed and approved by the Myrtle Beach High School School Improvement Council and are intended to govern the Council subject to applicable South Carolina law, SC-SIC guidance, and Horry County Schools policies.

SIC Chair: _____ Date: _____

SIC Vice Chair: _____ Date: _____

SIC Secretary: _____ Date: _____

Myrtle Beach High School Principal: _____ Date: _____

Horry County Schools Representative (if required): _____ Date: _____

SC-SIC Review (if requested/required): _____ Date: _____

Revision History

Date	Revision	Approved By	Notes