Revised January 22, 2020

Tewksbury Memorial High School

Parents Advisory Council

By-Laws

**Article I: Name**

The name of this organization is the Tewksbury Memorial High School (“TMHS”) Parent Advisory Council, hereafter referred to as the PAC.

**Article II: Mission Statement/Purpose**

Section 1: The PAC is organized to aid and support academic success for all students at TMHS. The PAC acts as a liaison between parents/guardians and administrators for the purpose of understanding and extending the educational goals of the school. The PAC will strive to lessen the burden of the Government by providing funds and support educational goals for all TMHS students.

Section 2: Federal Status

The PAC is organized exclusively for the charitable, scientific, literary or educational purposes within the meaning of Section 501 (c )(3) of Internal Revenue Code or corresponding sections of any future federal tax code.

**Article III: Objectives**

a. To allow all interested people to become actively involved with their school and express their ideas and suggestions.

b. To provide the students of the school with extra materials and programs to enrich learning and help to provide an experience that promotes academic excellence, emotional wellbeing and collaboration between school administration and families.

c. To support the Mission Statement of Tewksbury Memorial High School:

To educate and challenge all learners in the Tewksbury Public School Community while supporting their development, as well prepare productive members of a diverse global society.

**Article IV: Membership**

a. The general membership of the PAC comprises all interested parents/ guardians of children who attend Tewksbury Memorial High School. The school principal and/or assistant principals, teachers, staff and interested community members are welcome and encouraged to attend monthly meetings.

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**Article V: Officers**

Section 1: Positions

a. The PAC Officers will be the governing group of the PAC.

b. The PAC Officers will consist of a minimum of three members. The Officer’s rank shall be:

1. Chairperson or Co-chair(s)

2. Secretary

3. Treasurer

c. All Officers shall attempt to attend all regular meetings of the organization. Any officer unable to attend should forward appropriate materials to a Co-chair.

d. The Chairperson/Co-chair shall attend Townwide PAC meetings. If the Chairperson/Co-chair is unable to attend, then another PAC Officer shall attend or a designated representative shall attend said meetings and report back to the Officers.

Section 2: Duties

a. The Chairperson/Co-chairs shall be the Chief Executive Officers and shall preside over and set the agenda for all meetings of the PAC. The Chairperson/Co-chairs shall be unofficial members of all standing and special committees. The Chairperson/Co-chairs shall be responsible for the guidance and direction of the Officers and Committee Chairs. The Chairperson/Co-chairs shall act as liaison between school administration and the general PAC membership. The Chairperson/Co-chairs will be the official PAC representatives to the Tewksbury Public School Townwide Parents Advisory Council (hereinafter referred to as the Townwide PAC).

The Chairperson/Co-chairs will ensure that all PAC documents, correspondence, financial records, checkbook, meeting minutes, and other pertinent papers have been turned over to newly elected or appointed individuals.

b. The Secretary shall take the minutes and attendance at monthly meetings and provide a copy to the Chairperson/Co-chairs for approval at the next scheduled meeting. The Secretary will post one copy of approved minutes in the permanent PAC file. The Secretary will have available a copy of all past minutes, Treasurers Reports, and a copy of the current PAC By-laws at each meeting. The Secretary or a designee will then post the meeting minutes and any other important documents on the web site.

c. The Treasurer is responsible for maintaining the bank account and keeping accurate records of PAC finances. Signatures on the bank account shall be of the Treasurer and at least one Chairperson/Co-Chair. The Treasurer shall disburse funds according to the Bylaws. The Treasurer shall be responsible for pick-up and bank deposit of all money generated at PAC events, fundraisers, etc. The Treasurer shall have accurate records available at monthly meetings and present an annual report to the General Membership at the last PAC meeting of the school year. Records available at

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monthly meetings shall include a Monthly Treasurer’s Report and associated bank statement.

d. The Treasurer shall maintain a proper System of Internal Controls for handling and maintaining PAC finances. See “Finance Internal Controls” document for specifics related to the Treasurer’s duties. This document will be maintained and updated by the Treasurer as necessary.

e. The Treasurer and Chairperson/Co-Chairs shall be responsible for any forms that must be filed with the State of Massachusetts and Federal Government in order to maintain proper tax status. The current Treasurer will be responsible for reporting taxes at the end of June and going over materials with the in-coming Treasurer.

f. All PAC financial information shall be made available to any PAC Member or interested party by request.

**Article VI: Books/Records and Documents**

a. All financial books and records shall be maintained in paper form for the minimum required document retention period required by the IRS. To ensure ease of transition from year to year, as much as feasible, all financials books and records should also be maintained in electronic form, including Treasurer’s Reports and files, budget files, checkbook register, bank statements and reconciliations and tax forms.

b. All documents created by PAC officers or committees or for the PAC should be maintained in electronic form, including By-Laws, Control Memos, Committee materials, and Grants and Scholarship Application forms and criteria.

**Article VII: Elections**

a. All officers shall be elected annually.

b. All positions are for a term of two school year/s beginning July 1st.

c. At the March/Spring PAC meeting a listing of all positions including a description of duties will be made available to the general membership and presented at the meeting.

d. Nomination for the positions will be taken at the April PAC meeting.

e. The Election will be held at the May PAC meeting. If any actual vote is necessary, it will be done on a paper ballot to make it anonymous.

f. In the event of a vacancy in any position during the school year, the position vacated will be filled by means of an election at the next scheduled PAC meeting.

g. Officers may choose to run for their office or any other office as many times as they desire but they must be re-elected to that position each academic year. Officers may hold their respective office for a term limit of no longer than three (3) consecutive years. In the case where no one volunteers for a position, the person currently in that position may be re-elected to that that position over the three consecutive year limit until a new person is found to fill the position.

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**Article VIII: Meetings**

a. The PAC will hold regular meetings at the school with the first meeting date decided upon and made available to the general membership before the start of each new school year. (The Officers set the dates.)

b. Meetings will follow an agenda made available to the general membership at each scheduled meeting. Members wishing to be placed on the agenda shall contact the Co-chairs no later than four school days before the meeting.

c. Meetings of the Officers may be called on matters deemed too important to wait until the next regularly scheduled meeting. The agenda will be limited to the purpose for which the meeting was called. Minutes will be recorded by the Secretary, approved by the Co-chairs, and placed in the permanent PAC file within ten days of the meeting. Said meeting minutes shall be provided to the general membership at the next regularly scheduled PAC meeting.

d. The **Co-chairs** shall meet with school personnel before the start of each new school year to share and exchange goals and objectives.

e. In situations where a vote is necessary in between meetings, the board may ask the attendees of the last physical meeting to vote via email. Situations that could require an email vote would be for emergency spending as requested from the school staff or as a follow up to an item that was discussed at the physical meeting.

**Article IX: Authority to Enter into Agreement**

No member shall enter into any agreement on behalf of the PAC unless agreed upon by the Co-chairs and/or the general membership.

**Article X: Appropriation of Funds**

a. Any expenditure of funds shall be placed before the general membership for a vote before the expenditure is made.

b. The Co-chairs may obtain a majority approval of all Officers for an emergency expenditure, not to exceed $200.00, without presenting the appropriation before the general membership. However, the general membership will ratify the expenditure at the next scheduled PAC meeting.

c. The Treasurer will not issue funds for any appropriation unless it meets one of the above criteria and/or a receipt for such request is submitted to the Treasurer.

d. Any funds over $2,500 to be carried over for more than one school year must be designated for a specific purpose and submitted for vote by the general membership before the end of each school year.

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**Article XI: Bylaws**

The PAC Bylaws shall be reviewed annually, and copies kept in a permanent PAC file with the PAC secretary and posted on PAC the website.

**Article XII: Amendments**

The Bylaws may be amended by a majority vote of members present at a regularly scheduled meeting. Notice of intent to amend will be given at the previous meeting to any such vote.

**Article XIII: Scholarships**

**Scholarship Guidelines:**

The TMHS PAC **may** decide to award scholarships to graduating seniors from Tewksbury Memorial High School (TMHS) based on funds available in the PAC checking account. The number and amount of each scholarship shall be determined at the January TMHS PAC meeting in the current school year and modified by the TMHS guidance scholarship deadline.

Students who wish to apply for a TMHS PAC Scholarship shall use the Community Application located in the Guidance Office at TMHS. The Guidance Dept. will forward all scholarship applications to the PAC. The recipients will be randomly chosen based on the criteria voted by the PAC members.

 Scholarship Award funds will be presented to recipients on TMHS Awards Night in May.

A TMHS PAC Representative will attend Awards Night and present Scholarship Awards to recipients.

**Article XIV: Conflict of Interest Policy**

Tewksbury Memorial High School PAC was granted Non-Profit Status by the State of Massachusetts in 2008. Maintenance of the tax-exempt status is important both for its continued financial stability and public support.

Therefore, the officers of the PAC have a responsibility to administer the affairs of the PAC honestly and prudently, and to exercise the utmost good faith in all transactions involved in their duties, and they shall not use their position with the PAC for their own personal benefit. The interests of the organization must be the first priority in all decisions and actions. Each officer shall disclose to the organization any personal interest which they may have in any matter pending before the PAC and shall refrain from participation in any decisions on such matters. Full disclosure shall be made by any parties interested in holding a position on the Board or Committee if they are related to another board member by blood, marriage, or domestic partnership. After full disclosure is made the PAC membership shall vote whether or not to allow that person to hold such position.

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**Article XV: Committees**

Ad Hoc Committees shall be any committee approved by the PAC membership and appointed by the Co-chairs as needed.

PAC officers and members are responsible for their own actions. Officers of the PAC cannot be held responsible for the inappropriate or negligent actions of other officers or members of the PAC.

**Article XVI: Alumni Voting Rights**

Voting rights to be allowed for active PAC Alumni who serve in a Coordinator capacity for a specific PAC Event (Applefest, Trivia Night, All Night Long) or is an active participant at PAC events and regularly attends PAC meetings.

By-Laws Updated by:

2020 PAC Board:

~~Sharon Pierce, Co-Chair~~

~~Joy Beatrice, Co-Chair~~

~~Lynette Montejo, Treasurer~~

~~Christine Demers, Secretary~~

2025 PAC Board:

Christine Paquette, Co-Chair

Erin Guendner, Co-Chair

Patty Jensen, Treasurer

Becky Watchorn, Secretary

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