

Revised October 19, 2015
Tewksbury Memorial High School
Parents Advisory Council
By-Laws

Article I: Name

The name of this organization is the Tewksbury Memorial High School Parents Advisory Council, hereafter referred to as the PAC.

Article II: Mission Statement

The PAC is organized to aid and support academic success for all students. 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 to all students at Tewksbury Memorial High School.

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.
- 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 prepared and productive members of a diverse global society.

Article IV: Membership

- a. The general membership of the PAC comprises any and 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.

Article V: Officers

- a. The PAC officers will be the governing group of the PAC.
- b. The PAC officers will consist of four members. The Officer's rank shall be:
 1. 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. A Co-chair shall attend Townwide PAC meetings. If a 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.

Article VI: Duties

- a. The Co-chairs shall be the Chief Executive Officers and shall preside over and set the agenda for all meetings of the PAC. The Co-chairs shall be unofficial members of all standing and special committees. The Co-chairs shall be responsible for the guidance and direction of the Officers and Committee Chairs. The Co-chairs shall act as liaison between school administration and the general PAC membership. The 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 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 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 account shall be of the Treasurer and one 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 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. The collecting of funds shall include the counting of cash by three or more people. One of the three shall be the Treasurer, one shall be a Co-Chair and the third will be a PAC Officer or an individual designated by the PAC Officers. Signatures are required by all three parties to document the amount counted and collected with a date and name of the event. Verification of the deposit shall be included in the next monthly Treasurer's Report.
- e. The Treasurer and 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 VII: Elections

- a. All officers shall be elected annually.
- b. All positions are for a term of one school year beginning July 1st.
- c. At the March 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.

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 Co-chairs and school Principal 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, upon approval of the school Principal, before the start of each new school year to share and exchange goals and objectives.

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.
- e. All gifts donated to the School Department must follow School Committee Policy.

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 the website.

Article XII: Amendments

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

Article XIII: Scholarships

Tewksbury Memorial High School Parent Advisory Council 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.

Scholarship Committee Members to be appointed at January TMHS PAC meeting in the current school year.

Students who wish to apply for a PAC Scholarship shall use the TMHS PAC Scholarship Form located in the Guidance Office at TMHS. The Guidance Dept. will forward all scholarship applications to the PAC in the month of April for evaluation.

Appointed Scholarship Committee Members will meet to review each application and determine which applicant(s) qualify for a PAC scholarship. This Committee shall consist of an odd number of PAC members. Parents/Guardians/PAC Board Members & PAC General Members of graduating seniors that apply for a PAC Scholarship are not eligible to sit on the Scholarship Committee.

The current PAC Scholarship Application shall be reviewed by the Scholarship Committee Members. Any changes or edits on the existing TMHS PAC Scholarship Application to be presented, voted on and approved by PAC members prior to releasing the revised Application to the Guidance Department for use.

Scholarship Certificates for the Scholarship Awards will be presented on TMHS Awards Night. Funds to be released to recipient upon receipt of acceptable documentation (Tuition Bill, Housing Bill, etc...)

Scholarship Committee Member(s) or a TMHS PAC Representative to attend Awards Night and present Certificates 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 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.

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 can't 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.

Prepared by:

Mariellen Tsaousis, Co-Chair

Joy Beatrice, Co-Chair


Laura Hulme, Treasurer

Arthy Bennett, Secretary

Voted and accepted this 19th day of October 2015.

Signed: 

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Signed: 

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