LOELLA F. DEWING SCHOOL PARENT ADVISORY COUNCIL (PAC) BY-LAWS

Revised October 2009

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PAC Secretary
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Article I - Name

The name of this organization is the Loella F. Dewing Parent Advisory Council, hereafter referred to as the PAC.

Article II - Objectives

Mission
To strengthen our children's education and development through the collaborative effort of parents, teachers and administration.

Purpose

a. To facilitate communication between parents, teachers and school administrators.

b. To enhance our children's education by supporting educational activities and by sponsoring entertainment events.

c. To develop well-rounded students who give back to the school and community.

d. To raise the funds necessary to support programs, events and/or purchases approved by the PAC.

Article III - Membership

a. PAC membership is open to any member of the Dewing School community, parent, guardian or staff, with a desire to further the objectives of the PAC as described above.

b. The governing body of the PAC (i.e., PAC Board) consists of a Chairperson, an optional Vice Chairperson, a Treasurer and a Secretary.

c. PAC information will be given to all new families as they register in the school throughout the year. Copies will be given to the school secretary for distribution upon registration. Copies will also be available via the PAC website (http://www.tewksbury.mec.edu/dewing/welcome.html).

d. Voting privileges are extended to all members present at the PAC meetings. A quorum of at least four (4) PAC members from General Membership plus at least one (1) PAC Officer must be in attendance in order for the meeting to begin.

e. The PAC will not discriminate in membership or treatment on the basis of race, color, religion, gender, national origin, age, sexual orientation, or disability.

f. Contact information supplied by a PAC Member shall be considered confidential and will be used only for PAC business. Individual PAC Member email addresses shall not be exposed as part of the email (e.g., blind copy mechanisms or list mechanisms shall be used to hold confidential each member's email address). Individual PAC Member phone numbers will be made available only to Officers, Committee Heads or school administrators on an as needed basis.

Article IV - Officers

a. The PAC Board shall be comprised of:

   i. A Chairperson

   ii. A Vice Chairperson, optional

   iii. A Secretary

   iv. A Treasurer

   The Vice Chairperson position is an optional position and may be filled at the Chairperson's request. The election of the Vice Chairperson must follow the guidelines outlined in section VII of these By-Laws.

b. The PAC Board shall retain the right to replace any Officer in the event of negligence of duty, improper behavior, and/or excessive absenteeism, should such absence impede the operation of the PAC. If a majority of the PAC Board votes to replace an Officer, then the off-cycle election rules detailed in section VII-Elections will be followed.

   Each Officer position is a Volunteer Position that does not offer financial gain for any individual Officer or group of Officers. PAC Board members shall not be held personally, legally liable as a result of managing the PAC and PAC business according to the By-Laws.

c. Each Officer shall be elected for one (2) year term. A term is defined as a school year, which runs from September through August. 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.

   It is the duty of the outgoing Officers to train the new Officers so that the Organization will continue to function smoothly. Officers must also turn over all responsibilities at the last June meeting, including all paper work, checkbooks and keys**.**

d. To be eligible for the office of Chairperson, the individual must have served two (2) previous years in the General Membership of the PAC. The requirement of serving two previous years in the General Membership of the PAC may be waived for the office of Chairperson by a majority vote of the PAC membership. The individual must have served at least one (1) previous year in the General Membership of the PAC.

   To be eligible for the office of Vice Chairperson, Secretary or Treasurer, the individual(s) must have served one (1) previous year in the General Membership of the PAC. The requirement of serving one previous year in the General Membership of the PAC may be waived for the offices of Vice Chairperson, Secretary or Treasurer, by a majority vote of the PAC membership; however, the individual must agree to apprentice under the outgoing officer for a period of time as designated by the PAC membership.

   A new Treasurer must work with the outgoing Treasurer for an adequate apprentice period regardless of the new Treasurer's length of service in the General Membership or Officer status. The apprentice requirement may be waived if the new Treasurer has served as Treasurer during a previous school year (e.g., served as Treasurer in year 1, Chairperson in year 2, Treasurer in year 3).

Article V - Duties

a. The Chairperson shall be the Chief Executive Officer and shall preside over and set the agenda for all meetings of the PAC. The Chairperson shall be the unofficial member of all standing and special committees. He/she shall be responsible for the guidance and direction of the Officers and Committee Heads.

b. The Vice **C**hairperson shall assist the Chairperson and assume the responsibilities of the Chairperson in his/her absence. The Vice Chairperson may chair other committees.

c. The Secretary shall have copies of the agenda available for each PAC meeting. The Secretary shall take the minutes and attendance at the monthly meeting and keep absentee members informed of the monthly meeting by providing copies of meeting minutes via the PAC website. He/she is responsible for obtaining all building use permits. All email lists should be considered confidential and may only be used for PAC business. The Secretary shall have available all past minutes and notices at each meeting, including the by-laws. He/she shall be responsible for sending information to the Superintendent for the School System Calendar. Also, the Secretary shall have minutes of each meeting approved by a Chairperson. The Secretary may chair other committees.

d. The Treasurer shall be responsible for maintaining the bank account and keeping accurate records of the PAC's finances. The Treasurer and Chairperson shall be authorized to access the PAC's bank account(s). The Treasurer shall disburse funds on the order of the Chairperson and get receipts for the same. The Treasurer shall have accurate records available at the monthly meetings, and present an annual report at the end of each school year to the General Membership. The Treasurer may chair other committees.

e. In the event of an Officer resignation, the remaining Officers will determine which Officer will assume the outgoing Officer's duties until an election is held.

Article VI - Committees

a. If required, a Committee Head/Primary Contact will be identified for an activity, event, program, or purchase that the PAC approves. A committee may be established to assist the Committee Head. The PAC Chairperson is responsible for appointing the Committee Head and for maintaining the list of committees and Committee Heads existing or planned for the current school year. The PAC Chairperson must forward the committee list for the current year to the incoming PAC Chairperson. The committee will stand until its charge has been filled.

b. All Committee Heads shall keep PAC files updated. Committee heads are responsible for counting collected funds, depositing all funds with the PAC Treasurer within a reasonable time frame of receipt, and verifying that the PAC Treasurer recorded the collected funds**.**

Article VII - Elections

a. At the February PAC meeting all positions will be made available to the General Membership. This same list will also be included with the monthly minutes of the meeting for absentee members, the website, and, if available, a PAC bulletin board posted at the school.

b. Nominations for the positions will be taken at the March PAC meeting.

c. The Election will be held at the April PAC Meeting; candidates receiving the majority of votes shall be declared elected.

d. Off-cycle elections: In the event of a vacancy in any position during the school year, the position vacated will be filled as early as the next scheduled PAC meeting. Nominations may be made directly to the Chairperson or Vice Chairperson. The vacancy and nominations will be publicized via existing communication channels (i.e., newsletter, email, website, bulletin board, etc.). A vote will be taken at the next scheduled PAC meeting.

e. Elections shall be conducted via a secret ballot.

Article VIII - Meetings

a. The PAC will meet one night a month (during the school year)to be decided upon in advance.

b. The monthly meetings will be held at the school library and will be open to all interested parties.

c. Meetings will follow a specific agenda arranged before the meeting. Members wishing to be placed on the agenda shall contact one of the PAC Officers. Agendas will be available on our web site and sent home in backpacks before each meeting.

d. The Officers may call special meetings on matters that they deem too important to wait until the next regularly scheduled meeting and for planning purposes throughout the summer. The agenda will be limited to the purpose for which the meeting was called.

e. The Chairperson shall have the right to call a special meeting before the start of the school year to plan events for the coming year. All committee heads will be notified of the time and place of the meeting.

f. Each meeting held during the school year will adjourn within ninety (90) minutes unless a motion is made to extend the meeting and the motion is approved by a majority vote.

Article IX - Appropriation of Funds

a. The PAC shall vote on a budget, as proposed by the Treasurer, at the September PAC meeting**.**

b. Any expenditure of funds shall be placed before the General Membership for a vote.

c. The Chairperson shall obtain a majority approval of all Officers, for any expenditure, not to exceed $100.00 without presenting the appropriation before the General Membership. The General membership will ratify these expenditures at the next scheduled PAC meeting**.**

d. The Treasurer will not issue any funds for any appropriation unless it meets one of the above criteria (Article IX a, b, and c).

e. Authorized primary signer on bank account is the Treasurer. The Chairperson will be signer on the account in case of emergency.

f. The Treasurer will present a monthly report to the membership. The report should include the budget category charged.

g. A member of the General Membership, who is not an Officer, will review the financial books with the Treasurer two (2) times during the school year. An Officer or General Member may request an ad hoc review of the financial books at any time during the year.

h. The appropriate Committee Head must sign all invoices/ receipts presented to the Treasurer for payment/reimbursement. Unless noted, it will be assumed that the committee's budget covers such expenditure. If the Committee's budget does not support a purchase, the Committee Head must obtain approval from the Treasurer and General Membership prior to committing to the expenditure.

i. Monies from specific income generating activities can be used to fund "special projects" as voted on by the General PAC membership at a regularly scheduled monthly meeting.

Article X - By-laws

a. The by-laws shall be reviewed and approved by majority vote annually by the General Membership.

b. The PAC Secretary shall keep copies of the by-laws, publish the most recent copy on the PAC website and distribute them to any interested member.

Article XI - Dissolution of Organization

In the event that the PAC dissolves, after paying or adequately providing for the debts and obligations of the PAC, the PAC Officers shall distribute evenly the remaining assets to other Tewksbury Elementary School PACs. The formula must be approved by a majority of the PAC Officers.

Article XII - Amendments

The by-laws may be amended by a majority vote of the entire membership, provided that notice of intent to amend is given at the meeting previous to any such vote.

Article XIII – Record Retention and Storage

a. A paper copy of all financial records shall be retained for seven (7) years. The Treasurers during the seven (7) years are responsible for transferring and securing copies of the records. The paper records (e.g., receipts, checks, etc.) shall be stored in a safe and secure manner.

b. An electronic copy of all financial records shall be retained for seven (7) years. The Treasurers during the seven (7) years are responsible for transferring and securing copies of the records. The current Treasurer shall hold a backup copy of the financial records for prior years on an electronic, transferable medium (e.g., CD, memory stick, etc.).

c. A paper copy of all minutes shall be retained for two (2) years. A paper copy of all agendas shall be retained for the current school year.

d. An electronic copy of all minutes shall be retained for two (2) years. The Secretary(s) during the two (2) years are responsible for transferring and securing copies of the records. The current Secretary shall hold a backup copy of the minutes for prior years on an electronic, transferable medium (e.g., CD, memory stick, etc.).

Article XIV – Non-Solicitation

a. Individuals of the Dewing Community may not use the PAC with intent to raise funds through their own company, promote their own business, or for personal gain.

Article XV – Scholarships

a. The Dewing PAC will award up to 2 scholarships of $500.00 each to any Tewksbury resident regardless of what high school they attend. The winners are drawn randomly from a list of interested applicants. The following criteria must be met:

    - The applicant must have attended the Loella F. Dewing school during their elementary schooling years.
    - The student must be enrolled in an accredited college. Proof of first term completion must be presented. The proof may be in the form of a first quarter report card or notification from their college.
    - Funds are not awarded to the student until completion of first term.

b. Applications for the scholarships will be advertised via guidance offices and on the Dewing web site. The scholarships are randomly selected at a PAC meeting.