



HEATH BROOK  
ELEMENTARY SCHOOL  
PARENT ADVISORY  
COUNCIL (PAC)  
BYLAWS

**ABSTRACT**

This document houses the bylaws of the Heath Brook Elementary School Parent Advisory Council, last updated on January 11, 2023.

# Heath Brook Elementary School Parent Advisory Council (PAC) Bylaws

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## Heath Brook Elementary School Parent Advisory Council (PAC) Bylaws

### ARTICLE I- NAME

The name of this organization is the Heath Brook Elementary School Parent Advisory Council, hereafter referred to as the PAC.

### ARTICLE II- MISSION STATEMENT

The PAC's mission is to promote open communication between the school, families, and community; inspire collaboration and respect; and enhance learning through academic enrichment and social activities.

### ARTICLE III- OBJECTIVES

In order to assist staff in attaining the best possible education for the students, the PAC has the following objectives:

- To foster an atmosphere that encourages all families to become active members of the school community
- To foster communication the schools and families by helping families learn about the school community
- To raise funds to provide academic and social enrichment opportunities that enhance the students' school experience.

### ARTICLE IV- MEMBERSHIP

The PAC is composed of all interested parents/guardians of children who attend Heath Brook Elementary School. The PAC invites the Principals and any teacher wishing to be a representative to the monthly meetings.

### ARTICLE V- OFFICERS

#### SECTION 1- BOARD OF DIRECTORS

The Board of Directors of PAC shall be (2 or more) Co-Chairpersons, (1) Secretary, (1) Treasurer and (1) Assistant Treasurer (if available).

All Board members shall attempt to attend all regular meetings of the PAC.

It is the duty of the outgoing officers to train the new officers so that the PAC will continue to function smoothly. It is also the duty of the outgoing Treasurer to turn over all PAC current and historical financial records to the incoming Treasurer by the end of the current fiscal year (by July 15th).

All Board members may be assisted in fulfilling their duties by Sub-Committees, consisting of members of the General Membership.

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To be eligible for the office of Co-Chairperson, the individual(s) must have been an active PAC member for one year.

### SECTION 2- DUTIES

The **Co-chairpersons** shall be the Chief Executive Officers and shall preside over all meetings of the PAC and of the Board of Directors. The Co-chairpersons shall be members of all standing and special committees. They shall be responsible for the guidance and direction of the Board Members and functions. The Co-chairpersons shall be responsible for designating an independent member of the PAC to randomly review the financial records.

The **Secretary** shall take minutes at the meeting and make reports available to current and incoming Officers within 10 days of the meeting. The Secretary is responsible for preparing and sharing the agenda and supporting documents to the membership publicist prior to each meeting.

The **Treasurer** shall be responsible for maintaining the bank account and keeping accurate records of the PAC finances. The Treasurer shall disburse funds on the order of the Board of Directors and get receipts for the same. The Treasurer shall have accurate records available at monthly meetings. The Treasurer shall hold the checkbook and make sure any purchases over the amount of \$50.00 have been voted on by the general PAC unless these expenses are already approved with a budget for PAC events. In the case of an extreme situation, the board may, with the majority vote of the Board of Directors, expend funds in excess of \$50.00, with an explanation at the next open general meeting. The Treasurer must turn over all current and historical financial records to the designated member of the PAC when a random review is requested.

The Treasurer shall not issue any funds unless it meets one of the criteria in accordance with Article X.

The Assistant Treasurer is responsible for all treasurer duties upon request of the current Treasurer or in the event of incapacity of the current Treasurer.

## ARTICLE VI- ANNUAL ELECTIONS

### SECTION 1- METHOD

At the February meeting, a list of the Board positions will be made available to the General Membership. These same lists will be posted on the Tewksbury Public School website and blasted out via email for the benefit of those who could not attend the February meeting. The positions will remain open until the next general meeting. Nominations must be submitted by the April meeting for elections at the May meeting. In the event that a position does not receive a nomination at the referenced meeting, any nomination made at a subsequent meeting, shall be voted on at the following meeting

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Elections will be held at the General Meeting by secret ballot and the candidates receiving the majority of the votes shall be declared elected. Members must be present at the meeting to vote and to be elected.

### SECTION 2- VACANCY

If a Board of Director is temporarily unable to fulfill the duties of their position, the Board has the ability to designate an active member of the PAC to fulfill the duties of the temporary vacancy. The Board must notify the General Membership of the designation by the next meeting.

The Board of Directors are required to provide a one-month, written notice if, for any reason, they must vacate their elected position.

The permanent vacancy of any Board position during the school year may be filled by any member of the General Membership. This appointment shall follow Section IV Election Method and require a nomination and subsequent vote.

### ARTICLE VII- MEETINGS

The PAC will meet one night per month to be decided upon in advance.

The monthly meetings will happen at Heath Brook Elementary School and will be open to all interested parents/guardians and PAC members.

Meetings will follow a specific agenda arranged before the meeting. Members wishing to be placed on the agenda shall contact a Co-Chairperson no later than four days before the meeting.

Meetings will be conducted under the direction of the Co-Chairpersons and will be held in an orderly manner with one speaker allowed on the floor at a time.

The PAC Board may hold an Executive Session when deemed necessary.

All Board Members shall attempt to attend all Board and regular PAC meetings.

### ARTICLE VIII- INDEMNIFICATION

Every Board of Directors member will be indemnified by the PAC against all expenses and liabilities, including counsel fees, reasonably incurred or imposed upon such members of the Board of Directors in connection with any threatened, pending, or completed action, suit or proceeding to which she/he become involved by reason of her/his being or having been a Board of Directors member of the PAC, or any settlement thereof, unless adjudged therein be liable for negligence or misconduct in the performance of her/his duties. Provided, however, that in the event of settlement, the indemnification herein shall only apply when the Board of Directors

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approves such settlement and reimbursement as being in the best interest of the PAC. The foregoing right of indemnification shall be in addition to and not exclusive of all other rights which Board of Director members are entitled.

### ARTICLE IX- PERSONAL LIABILITY

The officers of the PAC shall not be personally liable for any debt, liability or obligation of the PAC. All persons, corporations or other entities extending credit to, contracting with, or having any claim against, the PAC, may look only to the funds and property of the PAC for the payment of any such contract or claim, or for the payment of any debt, damages, judgment or decree, or of any money that may otherwise become due or payable to them from the PAC.

### ARTICLE X- APPROPRIATION OF FUNDS

Any request, including teachers' requests, over \$100 must be submitted with supporting documentation to the Co-Chairpersons four days prior to the meeting to be placed on the agenda under "requests" and voted on by the general membership at that month's meeting.

Any request over \$300 must be submitted to the Co-Chairpersons by the 20<sup>th</sup> of the month in order to ensure that it is printed on the agenda for viewing by the General Membership.

Any request that is made that is less than \$100 can be presented at any meeting as long as all information necessary to make the decision is available. If members have questions/concerns that cannot be answered then the vote will need to be postponed until the next meeting giving the person(s) time to gather more information, unless the Board feels the person bringing forward the request has done his/her due diligence.

A request will only be postponed once to the next meeting and must be voted on at the next meeting, therefore eliminating the possibility of "dragging" something out.

The Co-Chairpersons and Treasurer have the authority to approve any expenditure they are faced with in an emergency situation, but not to exceed \$50 in total per situation. The Board of Directors must have a decision and have equal say. Majority wins.

Startup monies, for any event or activity, must be requested by the Treasurer or at least 7 (seven) days prior to the event.

### ARTICLE XI- HANDLING OF FUNDS

All money collected at a PAC sponsored event shall be counted by a Co-Chairperson or designated representative of that event, and the Treasurer or Assistant Treasurer, before the funds may leave the building. If the Treasurer or Assistant Treasurer is not available, the Co-Chairperson or another Officer/Committee Chair may fill in for the Treasurer. No less than 2

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people shall count the money and record the dollar amount along with their initials on a piece of paper before it can leave the event.

Money used to sell tickets in the lobby of the school for an event should follow the same procedure as listed above. If no one is available to count the money, or if the money is to be saved for the next days' ticket sales, it should be secured by the responsible party and recounted again prior to use the next day.

### ARTICLE XII- PLANNING AND SPENDING PAC MONEY

At the June meeting, an estimate of surplus funds will be provided. No surplus funds will be offered for spending until final review after the closing of the fiscal year (June 30th) and presentation at the September PAC Meeting for the next school year. The Board of Directors will meet and plan the budget in August. Budgets for each committee, if applicable, will be determined. The Board of Directors will also allocate a "carry over" amount to be used for the following school year's budget, which, at a minimum, should be enough to cover projected Enrichment Committee expenses. All allocations will be discussed as part of the agenda for the September meeting for a vote/approval.

Any money left over after everything has been allocated will be reported to the general membership at the September meeting and become a line item in the Treasurer's report as "available money/not allocated".

To be considered for reimbursement, all reimbursement information has to be submitted to the Treasurer within 30 days of expenditure.

### ARTICLE XIII- COMMITTEES

If required, a committee head/primary contact will be identified for an activity, event, or program that the PAC approves. A committee may be established to assist the committee head. The PAC Co-Chairpersons are responsible for appointing the committee head and for maintaining the list of committees and contacts for the committee heads existing or planned for the current school year. The current Co-Chairpersons must forward the committee information for the current year to the incoming PAC Chairs. The committee will stand until the activity/event/program is over.

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

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 Committees budget down not support a purchase, the Committee Head

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must obtain approval from the Treasurer and General Membership prior to committing the expenditure.

### ARTICLE XIV- BYLAWS

The bylaws shall be reviewed annually by the General Membership.

Copies of the bylaws shall be kept by the Board of Directors and will be made available to any interested person via email or hard copy at their earliest convenience.

The bylaws may be amended by a two-thirds vote of the General Membership in attendance at any meeting, provided that notice of intent to amend is given at the meeting previous to any such vote.

### ARTICLE XV- CONFLICT OF INTEREST POLICY

No member of the PAC or Board of Directors shall derive any personal profit or gain, directly or indirectly, by reason of his or her participation with the PAC. Each individual shall disclose to the PAC any personal interest in which he or she may have in any matter pending before the PAC and shall refrain from participation in any decision on such matters.

Any member of the PAC or Board of Directors shall refrain from obtaining a list of clients for personal or private solicitation purposes at any time during the term of their affiliation. In addition, Board of Director members are expected to:

- Maintain mutual respect for other members
- Handle fiduciary responsibilities in a responsible way
- Properly and fairly represent the PAC to PAC members and demonstrate a positive public image
- Ensure all activities initiated on behalf of the PAC are consistent with the PAC mission statement and/or articles of incorporation
- Not use the relationship with the PAC to enhance personal opportunities, to elicit favor with special interest groups, and/or receive gratuities or compensation when approved by the Board of Directors

All members of the PAC and the Board of Directors must comply with the Conflict of Interest Policy. Considering the policy is stated in general terms, all members of the PAC should use their best judgment in complying with the policy.

### ARTICLE XVI- DISSOLUTION

The PAC may be dissolved with previous notice to all PAC members and a two-thirds vote of those present at the meeting. Upon the dissolution of the PAC, any remaining funds should be used to pay any outstanding bills, and, with the PAC member's approval, be spent for the benefit of the school.

**Heath Brook Elementary School Parent Advisory Council (PAC) Bylaws**

Dated: August 16, 2013

As amended: October 3, 2013

As amended: November 5, 2015

As amended: January 10, 2017

As amended: September 5, 2018

As amended: November 3, 2021

As amended: January 11, 2023

Amended version January 11, 2023 prepared by:

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Danielle Newell, Co-Chair

Lisa Lynch, Co-Chair

Deepti Dutt, Treasurer

Shayla Neffendorf, Assistant Treasurer

Megan Lewis, Secretary

Voted and accepted this 11th day of January, 2023.

Signed:

Signed:

Signed:

Signed:

Signed:

Signed:

Signed: