

Wilmington Middle School
Parent Advisory Council (PAC), Inc. By-laws

Revised 7 June 2022

Article I – Name

The name of the organization shall be the Wilmington Middle School Parent Advisory Council, Inc. as established under the 501c(3) IRS Code(Referred to as the WMS PAC)

Article II – Purpose

The WMS PAC functions in an advisory role to the Principal. Our objective is to support the school's rules and objectives as stated in the Student Handbook. We are committed to:

- o Learn about the issues affecting our child's education through the principal and/or faculty of the Wilmington Middle School.
- o Discuss and/or make suggestions for improvements, which will enhance our child's education.
- o Attempt to sponsor one or more special programs for the students/faculty/parents during the school year.
- o Have fundraisers to help subsidize school activities and special projects decided upon by a majority vote of the PAC membership.
- o Listen to and discuss ideas informally with guests invite to the meetings.

Article III – Membership

Section 1. Membership is open to any parent, guardian, or other adult standing in loco parentis for a student at the Wilmington Middle School and shall have voting rights. The principal and any teacher employed at the school may be a member and have voting rights.

There are no dues collected.

Article IV – Officers and Elections

Section 1. **Officers/Board Members**

The officers shall be a president, vice president, secretary, treasurer and publicity coordinator. The WMS PAC Executive Board shall consist of:

- a) **President** - The president shall preside over meetings of the organization and executive board, serve as the primary contact for the principal, and may represent the organization at meetings outside the organization. The president along with other board members is responsible for inviting guest speakers to meetings.
- b) **Vice President** - The vice president shall assist the president and carry out the president's duties in his or her absence or inability to serve.
- c) **Secretary** - The secretary shall keep all records of the organization, take and record minutes, has them approved by the President/ and Principal and distributes them at each meeting, prepares the agenda, checks WMS PAC email account and refers necessary

information to the President. Secretary also keeps a copy of the minute's book, bylaws, and any other necessary supplies, and brings them to meetings. Prepares PAC newsletters with the help of the Publicity Coordinator.

- d) **Treasurer** - The treasurer shall receive all funds of the organization, keep an accurate record of receipts and expenditures, and pay out funds in accordance with the approval of the executive board. He or she will present a financial statement at every meeting and at other times of the year when requested by the executive board, and make a full report at the end of the year. Treasurer will have access to the WMS PAC bank account, along with the President.
- e) **Publicity Coordinator** – The publicity advertises WMS PAC meetings, handling all releases to a well as required approvals and corresponds with parents via email, newspapers. The publicity coordinator also assists the secretary with the WMS PAC newsletter.
- f) **Fundraising Coordinator** – Coordinates and oversees fundraising efforts of the PAC, and is the point of contact for fundraising efforts. The Fundraising Coordinator will ensure that all fundraiser applications are filed and approved with the district, and coordinate with the Treasurer when needs arise.

Section 2. **Nominations and Elections of Officers**

- o Elections will be held at last meeting of the school year (May).
- o Nominations will be held at the April meeting.
- o Officers will be elected by a majority vote at the May meeting.
- o New officers/board members take office beginning on the first day of summer break after the last day of school for students designated by the school committee.
- o Incoming 6th grade parents are eligible to run for all positions. (President Position only – Prior experience or board experience preferred, but not required).
- o If more than one person is running for an office, a ballot vote shall be taken.

Section 3. **Terms of Office**

- o Officers are elected for one year and may serve no more than three (3) consecutive terms in the same office.
- o Each person elected shall hold only one office at a time.

Article V – Finances/Expenditure Policy

Section 1. A tentative budget shall be drafted in the fall for each school year and approved by a majority vote of the members present.

Section 2. The treasurer shall keep accurate records of any disbursements, income, and bank account information.

Section 3. The board shall approve all expenses of the organization.

Section 4. Two authorized signatures may be required on each check over the amount of \$300. Authorized signers shall be the president, vice president, treasurer, and principal.

- o The Treasurer and/or President handle all money matters.
- o Expenditures require a general membership vote

- o The Executive Board has discretionary power to spend up to \$300 in circumstances that do not allow enough time for a vote at a general WMS PAC meeting.

Section 5. The treasurer shall prepare a financial statement at the end of the year, to be reviewed by the Board.

Section 6. Upon the dissolution of the organization, any remaining funds should be used to pay any outstanding bills and, with the membership's approval, spent for the benefit of the school.

Section 7. The fiscal year shall coordinate with the school year. Reminder: State laws often dictate what records must be made available to an organization's members and to the general public. Also, federal law requires that a nonprofit tax-exempt organization's IRS Form 1023 and copies of the organization's annual information returns (IRS Form 990 or 990EZ) for the most recent three years be available for public review when requested.

Article VII – Amendments

These bylaws may be amended at any regular meeting, providing that previous notice was given in writing at the prior meeting and then sent to all Board members of the organization.

Notice may be given by postal mail, e-mail, fax, social media, or website. Amendments will be approved by a majority vote of those present, assuming a quorum of 3.