

TANTASQUA REGIONAL SCHOOL DISTRICT COMMITTEE
FISKDALE, MASSACHUSETTS
BY-LAWS

Article I. Name

The District shall be called Tantasqua Regional School District and the Regional School District Committee shall be named the Tantasqua Regional School District Committee (“Committee”) pursuant to the Agreement for Regional School District for the Five Towns of Brimfield, Brookfield, Holland, Sturbridge, and Wales (“Regional Agreement”).

Article II. Purpose, Powers and Duties

Section 1. Purpose. The purpose of the Tantasqua Regional School District Committee is to carry out the purposes of the Regional Agreement, and the relevant laws of the Commonwealth of Massachusetts, and the Constitution of the Commonwealth.

Section 2. Powers and Duties. The Tantasqua Regional School District Committee shall have all the powers conferred, and all the duties imposed, by the General Laws of Massachusetts as amended.

Article III. Members

Membership in the Tantasqua Regional School District Committee shall be determined in accordance with the Regional Agreement. The members of the Tantasqua Regional School District Committee shall serve without pay unless otherwise provided by member towns. Individuals elected or appointed to membership shall have all benefits and privileges of membership including but not limited to serving as an Officer of the Committee and serving on ad hoc or subcommittees.

Article IV. Officers

Section 1. Officers.

The Officers of the Tantasqua Regional School District Committee shall be a Chair, a Vice Chair, a Secretary, and a Treasurer. The Officers shall have all the powers and duties conferred upon them by the General Laws of the Commonwealth, the Regional Agreement, these bylaws, and

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any special rules or rules of the Parliamentary authority as established in these bylaws. The Superintendent or designated personnel shall act as assistant to the Secretary.

Section 2. The Chair.

The Chair shall preside at all meetings of the Committee and shall perform such other duties as may be delegated to him or her. The Chair shall be entitled to vote on all questions. The Chair shall prepare a report to be included in the Districts Annual Report.

Section 3. The Vice Chair.

The Vice Chair shall perform the duties of the Chair during his or her absence or disability or due to annual town elections.

Section 4. The Secretary.

The Secretary shall have all of the duties and responsibilities required by the Massachusetts General Laws, the bylaws, and delegated to him or her by the Committee including but not limited to keeping and reporting meeting minutes and posting meeting notices.

Section 5. The Treasurer.

The Treasurer shall receive and take charge of all money belonging to the district, and shall pay any bill of the district which shall have been approved by the committee. The treasurer shall be a person of ability and experience and may, by vote of the committee, be compensated for their services. The treasurer of the district shall be subject to sections 35 and 109A of chapter 41, to the extent applicable.

Section 6. Elections.

Elections by ballot, terms of office, Chair and Vice Chair. The Chair and Vice Chair shall be elected by ballot vote with nominations from the floor at the beginning of the regular meeting of the Committee in June of each year. They shall serve for one year from the close of the June meeting at which they are elected or until their successors are elected. They may be removed from office by a two-thirds ballot vote and vacancies may be filled by majority ballot vote with notice.

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Section 7. Appointment of Treasurer, and Secretary. The Treasurer and Secretary shall be nominated from the floor and elected by majority vote of the Committee at the beginning of the regular meeting of the Committee in June of each year. They shall serve for one year from the close of the June meeting at which they are elected or until their successors are elected. They may be removed from office by a two-thirds ballot vote and vacancies may be filled by majority vote with notice.

Article V. Meetings

Section 1. Regular Meetings.

Regular meetings of the Committee shall be held on the third Tuesday of the month or as the Committee may decide. There shall be no regular meeting in July.

Section 2. Special Meetings.

Special Meetings may be called by the Chair, and the Chair shall call a special meeting upon written request of five members made to the Chair.

Section 3. Open Meeting Law.

All meetings of the Committee shall be held in accordance with the Massachusetts Open Meeting Law as amended.

Article VI. Subcommittees

Section 1. Subcommittees, members, and appointments.

The Tantasqua Regional District School Committee shall have the following Standing Committees, which shall be referred to as subcommittees: Budget, Curriculum, Technical, By-law and Policy, Negotiations, as well as Building and Physical Plant. The Chairman shall be an ex-officio member of each subcommittee and shall appoint the members of each subcommittee. Each subcommittee shall elect its chair. Each subcommittee will strive to have a minimum of five members. The Budget Subcommittee shall have at least one member from each member town of the District. The Chairman shall make the appointments to subcommittees before the August regular meeting of the Committee.

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Section 2. Budget Subcommittee.

The Budget Subcommittee shall develop the budget for the District, present the budget to the Committee as required by law, and shall oversee all financial and budget matters. The Superintendent or designated personnel shall communicate significant budgetary matters to this Subcommittee through its Chair.

Section 3. Technical.

The Technical Subcommittee shall develop reports and recommendations associated with the Technical Division including relevant curriculum review in conjunction with the curriculum subcommittee. In addition to any other reports, the Superintendent or designated personnel shall make reports to the Technical Subcommittee on an as needed and timely basis.

Section 4. Curriculum.

The Curriculum subcommittee shall review curriculum and make budget recommendations by the December meeting each year and make policy recommendations regarding curriculum to the full committee. The Superintendent or designated personnel shall present the implementation plan of District curriculum frameworks to this Subcommittee. All relevant student-testing results shall be reported to this Subcommittee. The Superintendent or designated personnel shall make reports to this Subcommittee on an as needed and timely basis.

Section 5. By-law and Policy.

The By-law and Policy Subcommittee shall review and develop recommendations for by-law amendments or revision and for the development of policies or amendments to existing policies. All by-law and policy amendments and revisions must pass through this Subcommittee.

Section 6. Negotiations.

The Negotiations Subcommittee shall be responsible for contract negotiations with all bargaining units. The Superintendent or designated personnel shall report significant matters associated with such contracts to this subcommittee through the chair.

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Section 7. Building and Physical Plant.

The Building and Physical Plant Subcommittee shall review and make recommendations on all aspects of building and physical plant including the grounds, athletic fields, information technology, and capital improvements.

Article VII. Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Tantasqua Regional School District Committee in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Committee may adopt.

Article VIII. Amendments

Section 1. These by-laws may be amended by a two-thirds vote of the entire Committee membership. Such amendments may be made at any regular or special meeting of the Committee, provided written notice describing the proposed change in detail has been given to each member at least fifteen days in advance of such meeting.

Section 2. If any Article or Section of any Article of these by-laws is declared unconstitutional or illegal by any court, or is disapproved by any state authority having jurisdiction, the validity of the remaining provisions of these by-laws shall not be affected thereby.

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Special Rules of the Committee

1. With the exception of the June regular meeting the order of business shall be as follows:

- 1) Pledge of Allegiance
- 2) Approval of Minutes
- 3) Financial Report
- 4) Student Reports
- 5) Staff Reports
- 6) Subcommittee Report
- 7) Superintendent's Report
- 8) Communications
- 9) Unfinished business
- 10) New business
- 11) Public Access
- 12) Open Forum
- 13) Adjourn

The Election of Officers at the June Meeting shall be a Special Order that shall be taken up immediately after the Approval of Minutes.

2. Debate shall be limited to two speeches per member of not longer than 3 minutes for each motion.

3. All votes shall be taken by voice vote unless otherwise specified in the General Laws of the Commonwealth or these By-laws. If the chair cannot determine the outcome, the chair may call for a show of hands. If still uncertain, the chair may call for a counted vote. The Chair may also employ unanimous consent.

Any two members may request a counted vote or a roll call vote.

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4. Policies and amendments to policies of the Committee shall be established when the Committee adopts the policy or amendments to existing policies on first and second reading at two separate meetings of the Committee.
5. Subcommittee nominees. The Chairman shall poll members for their preferences of Subcommittee appointments and the Chairman shall attempt to accommodate preferences but appointments remain at the sole discretion of the Chairman.
6. Hearings shall be conducted at the discretion of the Committee or by the General Laws. The Chair or the presiding officer may establish rules by which hearings shall be conducted including but not limited to time limits for members of the public to make comments. These rules will be announced at the beginning of the hearing.

Standing Rules of the Committee

1. Meetings shall begin at 6:00 pm and shall end by 9:30 pm.
2. Meetings shall be held at the Junior High School Library or at a location at the discretion of the chair or Committee.
3. The Recording Secretary shall record the names of all members of the public who address the Committee during public access.
4. Warrants shall be made available for viewing and signature thirty minutes prior to each regular meeting or other times at the convenience of the school business official.
5. Public access is a grant of privilege of the Committee and members of the public who wish to address the Committee must do so with respect. Comments shall be limited to two minutes, and the Committee is under no obligation to respond.